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New Mexico State Historical

Records Advisory Board

**FY2023 New Mexico Traveling Archivist Program**

**Archivist Application**

The New State Historical Records Advisory Board (NMHRAB) is pleased to announce the initiation of an assistance program for cultural heritage institutions and archives in New Mexico. An advanced student or recent graduate archivist will be chosen to provide up to 400 hours of archival project assistance to one New Mexico institution in FY2023 during the period September 2022 to mid-June 2023. The archivist will provide assistance based on **specific goals** set by the institution and may include archival surveying, processing, cataloging, basic conservation, archival basics training, creation of finding aids and creation of online inventory/content access options. The stipend for this program is $6,000, which will be paid by the host institution.

This program is made possible through a grant from the **National Historical Publications and Records Commission (NHPRC).**

**Application DEADLINE: 1 April 2022**

**Return completed form to:**



Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class level completed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions: (limit responses to 2-pages)**

Briefly outline your experience with historical records, including course work, work-study, and/or internships. (Please include descriptions of work accomplished).

Please complete a description of specific goals or experiences you would hope to accomplish by end of this archival experience. (This may include but not be limited to processing, producing guidelines and procedures, providing basic archival instruction, and/or creating catalog entries (MARC/EAD).

This position requires a mixture of team centered and independent work. Please provide examples of how you successfully accomplished a goal as a team member, and as an independent worker.

This position requires archivists to work on set projects, but may also require archivists to instruct members of the host institution in some basic archival principals. Please provide examples of a project or instance where you instructed classmates or volunteers.