



**City of Portland, Maine  
Department of Public Works, Engineering Archives**

**Archives Assistant Internship**

**Overview and Responsibilities:** The City of Portland's Public Works Department is seeking an intern for the position of Archives Assistant.

The archive consists of the historic records and the active records of the Department of Public Works and some records from other departments. The City dates back to 1623 when the region was first settled and has had three names Casco, Falmouth and finally Portland. The City separated from the greater region of Falmouth when it was incorporated in 1786, so the origins of the department makes it one of the older public works departments in the country. The collection is physical and digital, with some of the plans on linen, paper or Mylar and others in digital form stored on CDs and in databases. Some of the records date back to the late 18<sup>th</sup> and beginning of the 19<sup>th</sup> century with the number increasing from 1850s onward. The collection consists of over 90,000 engineering drawings, plan sheets, and maps that document the city and city infrastructure above and below the ground. There are also thousands of site plan documents, site reports, and survey field books, etc. The collection also includes a large archive of photographs that document DPW's engineering projects. The collection and records' finding aids are a mix of old (card indexes), a scanned form of the card files, and a new database. New items are being added daily to the database and the older items are being scanned and added to the database.

The intern will have the opportunity to work in an archive that is moving from a mixed analog/digital form to the modern digital archive world. The work would be hands-on both cataloging, scanning and working with the department's engineers and surveyors, and with the general public answering questions, researching and finding old and new plans and drawings for their projects. The intern will work under the supervision and mentorship of the Engineering Archivist.

**Required Knowledge, Skills, and Abilities:**

- Applicant must be enrolled in a graduate program or a recent graduate with a significant emphasis in archival management/studies. Work experience in research or in a library setting is a plus.
- Applicant should have a GPA of 3.0 or higher.
- Ability to work carefully and with attention to detail. Ability to work equally well independently and with supervision. Ability and willingness to understand the mission of the Engineering Division and Archive and to follow all procedures and policies related to security and collection care. Ability to interact with the public and others in a friendly and informative manner.
- Ability to take adapt to on-the-fly changes in project or research request, as part of the daily work flow.

- Must be able to alternate frequently between being in a stationary position and moving around, using a step stool/ladder, and reaching for objects in the vault. Applicants should be able to constantly operate desktop computers (both at sitting and standing work stations). Frequently transport objects up to 10 pounds and occasionally transport boxes or objects weighing 40 pounds in order to do work.

**Preferred proficiencies:**

- Experience with Microsoft Excel and Access and with data entry. Experience with Google Workspace office productivity applications.
- Understanding of the unique requirements of handling drawings, plans and maps, on various mediums – from linen and paper to Mylar.
- Basic understanding of, and ability to read engineering drawings, plans and maps.
- Experience using large format scanners a plus.

**Rate of Pay:** \$18.50-\$20.00 per hour for 37.5 hours per week (Depending on level of experience).

**Duration of Internship:** 13 weeks, starting in October ending in January.

**Schedule:** Monday thru Friday, 7:30 AM to 3:30 PM, half hour lunch.

**Location:** Department of Public Works, 212 Canco Road, Suite B, Portland, Maine 04103 Engineering Archives, City of Portland, Maine

**Application Process:** Please complete the City of Portland Online Application form and upload cover letter and resume materials. Visit our website at [www.portlandmaine.gov/Jobs](http://www.portlandmaine.gov/Jobs) and click on Current Job Opportunities to find our posting for the Archives Assistant Intern to Apply.

**The City of Portland is an equal opportunity employer.** All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination based on an individual's race or color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law.

**Why Portland, Maine?**

Located in the scenic northeast, the City of Portland is the population, financial, and cultural center of Maine. With a population of 67,000 residents in the evenings and 150,000 in the daytime, Portland is perched on a peninsula that juts out onto an island-

studded Casco Bay. Portland is a progressive, lively city incorporating the character of yesteryear into a modern urban environment. Historic architecture blends with new; a working waterfront borders cobblestone streets of the Old Port; and a vibrant arts district is pebbled with five-star gourmet restaurants.

Portland is truly the gem of New England, which is why it has been named the #1 place in the country to raise children, the top green city of its size, and one of the ten great adventure towns by National Geographic. Bon Appetit magazine named Portland its 2018 Restaurant City of the Year. More than 2 million people visit the city annually.

Portland's miles of trails, parks, and beaches are just a few reasons why people come to live and work in the city. The city offers world class events at Merrill Auditorium, an AA league professional baseball team, a minor league hockey team, NBA G-League basketball team, and year-round entertainment. Within just a few miles of Portland's borders are ski resorts, lakes, mountains, and access to virtually any outdoor activity you can imagine.

Portland is home to the University of Southern Maine, the University of New England, the Muskie School of Public Policy and the University of Maine Law School. The Southern Maine Community College System is just a short drive across the Casco Bay Bridge.

Portland is a city of neighborhoods diverse in character and design, offering a broad spectrum of housing choices for residents from dense urban neighborhoods to island communities. While it is the largest city in Maine with a metro population of 230,000, Portland still maintains its small-town feel with a strong sense of community and neighborhood support.