

James J. Hill Center Library Services Internship

Organization Overview:

The James J. Hill Center, formerly the James J. Hill Reference Library, is a private, non-profit, business and entrepreneurial center, located in historic downtown Saint Paul on Rice Park. Since 1921, the Hill Library has housed a world-class collection of practical business information resources. Our mission is “connecting entrepreneurs, business and community.” In addition to our business information, we also host numerous non-profit, corporate, and community events.

The Hill Library is a special collection, a scholarly reference library, and a library that is open to the public – a rare combination! The collection also contains a variety of materials that will allow our intern to work with current, state-of-the-art databases, alongside older archival materials of historical significance.

Internship Opportunity:

We are looking for a current MLIS student, librarian or library associate who is interested in expanding their skills, and/or a retired library professional for this unpaid internship opportunity. The ideal candidate is passionate about library services and is excited by the possibilities that this library has to offer.

Responsibilities include, but are not limited to:

- Greet and direct incoming visitors from the reception desk and process sales transactions at the gift shop.
- Complete special projects related to library and mission-related organizational activities.
- Assist with mission related events and/or tours.
- Organize catalog and process special archival materials, which may involve some light lifting.
- Work hands-on with the historic collection to complete tasks, including: shelf reading, cleaning and cataloging.
- Research projects that will support our ongoing exhibits and historical interpretation.
- Other special projects as assigned.
- Administrative support to the organization, as needed.

Desired Qualifications:

- Dedication to library service and an interest in the James J. Hill Center’s mission.
- MLIS students are encouraged to apply, though we are interested in all library enthusiasts in all stages of career or beyond.
- Interest in archival and/or business reference is a plus.
- Ability to work independently, as well as part of a team.
- Experience and interest in working with the public.
- A positive attitude and welcoming presence.

Schedule/Hours:

The library is open from 8am to 4pm, Monday through Thursday. We are looking for an intern who is able to keep a consistent schedule each week and stay for at least 3 hours at a time. The intern will be available to commit to at least 6 months of work with our library and may continue for up to a year. Hours range from 10-20 hours a week, depending on applicant’s availability and coordination with volunteers and library staff.

How to Apply:

Email your resume and a brief letter of interest to Lindsey Dyer at ldyer@jjhill.org. Please include the phrase “Library Services Internship” in the subject line of the email.