



# Anchorage Sister Cities Commission Municipality of Anchorage

## Anchorage Mayor's Office

632 W. 6<sup>th</sup> Avenue, Suite 840 • Anchorage, Alaska 99501 • (907) 343-7100



### **International Collections and Archives Intern**

#### **About the Position:**

The Anchorage Sister Cities Commission was established in 1970. The Commission is composed of Anchorage residents appointed by the Mayor and approved by the Assembly. Commissioners come from diverse groups within the community, including the fields of government, commerce and education.

Its formation formally recognized the importance of developing programs of cooperation, fostering mutual respect and good will, and promoting understanding between the people of the Sister Cities: Chitose, Japan; Darwin, Australia; Harbin, China; Incheon, Korea; Magadan, Russia; Tromsø, Norway; and Whitby, England.

The Anchorage Mayor's Office has over 50 years of artifacts gifted to the Municipality and the Sister Cities Commission by international dignitaries and various cultural institutions. These artifacts take the form of institutional records, personal papers, photography and other collections in special media, plaques, prints, paintings, and other pieces of artwork and memorabilia.

#### **About You:**

We are seeking a highly motivated individual with a background in museum studies, archives, art history, or a related discipline to assist with cataloging and preservation work.

Including:

- Collections management;
- Collections care (preservation and conservation);
- Digital preservation and curation;
- Electronic records management.

You will be expected to work independently with obligatory reporting to the Mayor's Office Sister Cities Liaison and the Anchorage Museum Collections Liaison.

**Interested parties must submit a CV and cover letter to  
delaney.mitchell@anchorageak.gov by August, 25 2019.**