

**Updated:** July 8, 2021  
**Title:** UUA Archives Intern  
**Staff Group:** Administration  
**Reports To:** Executive Vice President  
**Location:** 50% onsite at UUA's Boston, Massachusetts offices and 50% remote  
**Grade:** 7, part-time temporary  
**Schedule:** July and August, 2021 to start immediately; 35-70 hours in total with a flexible schedule

### **Purpose**

To catalog portraits, artwork, and artifacts from the UUA's historic collection. To assist with transferring items to the UUA Archives and other locations.

### **Principal Responsibilities**

1. Documents the size, composition and condition of approximately 100 pieces of art and other historic artifacts currently located at UUA offices. Connects to previous records of these pieces when possible.
2. Labels and prepares appropriate items for transfer to the UUA Archives.
3. Researches and contacts UU congregations and other groups who may be interested in providing a permanent home for certain pieces.
4. Performs other duties as requested by supervisor or the President.

### **Qualifications**

This is a Grade 7 position (expected hiring range \$16.00-\$20.00 per hour depending on experience and qualifications). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- English language proficiency.
- Proficiency in Microsoft Office or Google Suite products (documents, spreadsheets); experience doing Internet-based research.
- Knowledge and previous experience with Unitarian Universalism are useful.
- Experience with historical research, academic settings, or archives is of particular value.
- Ability to lift 25 pounds and help move larger items.

### **How to Apply**

People with disabilities, people of color, Indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé or brief work summary—indicating “UUA Archives Intern” in the subject line—via e-mail to [careers@uua.org](mailto:careers@uua.org), via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

### **About the UUA**

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or [humanresources@uua.org](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://uuworld.org).

### **Support for the Mission and Values of the Association**

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.