



## **E. F. Schumacher Archives Internship Posting**

The Schumacher Center for a New Economics is seeking an intern to assist with the operations of its unique archives.

### About the Schumacher Center for a New Economics

The Schumacher Center is heir to the programs of the E. F. Schumacher Society, founded in 1980. It is a leader in the movement to create a new economy— one that supports both people and the planet. The Schumacher Center houses a research library that stewards the rich tradition of community economics and an annual lecture series that showcases the visionaries of the movement. Its on-the-ground projects test and develop models and tools to empower citizens in the economic realm.

### About the Archives

The E. F. Schumacher Archives were compiled, organized, and donated to the Schumacher Center for a New Economics by Barbara Wood, eldest daughter of E. F. Schumacher. The archives consist of nine boxes of cataloged materials spanning the length of Schumacher's career and personal life, ranging from family documents and personal letters to press coverage, essay drafts, and professional correspondence—as well as six recently donated and uncataloged boxes of correspondences between E. F. Schumacher and his family members.

### About the Internship

The intern will be working with the E. F. Schumacher Archives and will be exposed to an intimate look at E. F. Schumacher's life and thought. Electronic records of the archives are hosted on LibraryWorld, our online library database. The online catalog of the archives is in the process of an overhaul, in which each document in the archive will be assigned its own call number and labeled accordingly, and the metadata for each corresponding catalog record will be

updated and expanded so that the online catalog search is as useful as possible to researchers.

Interns are expected to have strong organizational and research skills, and must be somewhat familiar with E. F. Schumacher and his work. Interns with knowledge of the German language would finish updating records of materials written in German and develop basic summaries of their content for non-German speakers.

The Librarian will provide guidance and direction throughout the duration of the internship.

The E. F. Schumacher Archives Intern will have the following responsibilities:

- Update older archival entries with relevant information and with a new identification number system.
- Begin sorting through and cataloging letters and correspondences donated by Schumacher's eldest daughter and biographer, Barbara Wood.

Candidate requirements:

- A current U.S. Driver's License and the use of a car.
- Excellent writing and presentation skills;
- Excellent organizational skills;
- Familiarity with E. F. Schumacher and his work
- Prior archival experience is preferred, but is not required
- Knowledge of the German language is preferred

Housing in a 4 bedroom shared home near the Schumacher Center's office and Library is available. The intern will work 32 hours per week and will receive a stipend of \$100 a week.

If interested, please send a resume, a cover letter, a 1-2 page writing sample, 2-3 references, and an unofficial academic transcript to:

Amelia Holmes, Librarian

[library@centerforneweconomics.org](mailto:library@centerforneweconomics.org)