



Story Center Intern, 10 weeks

Job Description: The Story Center Intern is responsible for proactively providing prompt, courteous, and professional services to all Story Center and Boyle County Public Library visitors, thereby creating a helpful and welcoming environment. The Story Center Intern will assist with Story Center services, and will provide programming support for Summer Reading activities.

The Story Center is part of the Boyle County Public Library and supports the library's mission by inspiring our local community to engage with the history of the county through individual and community-led material culture preservation efforts, exhibitions, and programming.

Report to: Story Center Manager

Responsibilities may include, but are not limited to:

- Conduct collections research and local history research and prepare blog posts, social posts, and exhibit content
- At the direction of Story Center staff, prepare, assist, and facilitate programs for families, youth, and adults at the Story Center, the library, and at off-site locations
- Inventory, accession, house, and arrange Special Collections materials
- Assist and instruct patrons in the use of databases, physical and digital collections, and other informational and digitization tools, including the Memory Lab
- In conjunction with the Digital History Coordinator, help to digitize materials and create digital experiences and exhibitions that encourage community conversations and engagement
- Be observant and cognizant of visitor activities and needs or problems that may arise in the public areas of the Story Center and library. Prioritize patron services while still successfully completing other work tasks
- Continually maintain order, neatness, and cleanliness in the public and staff work spaces as part of daily independent work
- Execute prompt, courteous, and direct assistance to all patrons with basic information regarding use of materials, equipment, and services
- Assist with departmental duties as directed, including performing regular opening and closing routines
- Perform other duties as assigned

Additional Information: Part time position (25 hours weekly); requires day, evening, and weekend hours. Requires high school diploma. Requires enrollment in or completion of undergraduate program. Must successfully pass a background check. Requires the ability to sit or stand for lengthy periods of time; requires the ability to complete detailed work through fine motor skills; requires the ability to push, pull, lift, and otherwise move books, supplies, and equipment by hand, box, and cart. Must have an excellent understanding of how to use MS Office Suite and Google Workspace.

Qualifications (Experience, Skills, Training):

- Preference given to candidates with demonstrated experience in customer service, and/or event planning or programming.
- Working knowledge and performance of library and museum methods, ethics, procedures, and software.
- Sense of humor and respect for all ages & abilities.
- Adept with interacting with large groups of children, young adults, adults and families.
- Effective written and verbal communication skills and an ability to interact in a pleasant and effective manner with a diverse group of patrons and staff.
- Ability to define and solve problems; be able to work independently and within groups as a team player; be highly self-motivated; be flexible, adaptable, and flourish in a dynamic environment.
- Ability to demonstrate a positive attitude, strong interpersonal skills, cultural sensitivity, and joy in working with youth and their families.
- Adequate transportation to get to and from work and a valid ID and or drivers license.
- Knowledge and familiarity with computers and new technology, and an ability to incorporate this knowledge into assisting patrons with high quality customer service.

Compensation and benefits: \$14.00 per hour. 10-10.5 weeks paid internship position (no fringe benefits). Preferred start May 20 and end date August 1. Automatic deposit of paycheck required.

How to Apply: Email resume, cover letter, and 3 references to jobs@boylepublib.org. The application deadline is 11:59 pm on March 8, 2026. Please enter “Story Center Intern” in the subject line.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.