TITLE OF PROJECT: Encyclopedia of Jewish Women at the Jewish Women’s Archive (Undergraduate project)

PROJECT INFORMATION
Over the next two years, the Jewish Women’s Archive (JWA) in Brookline, MA will be engaged in an extensive revision and update to its online Jewish Women: A Comprehensive Historical Encyclopedia (www.jwa.org/encyclopedia). Consisting of approximately 1700 biographies and 300 thematic essays on women from Biblical times through the present and in Jewish communities around the globe, the Encyclopedia is the largest collection of well-researched and thoroughly vetted material about Jewish women. In this new edition, existing entries on contemporary figures and topics will be brought up-to-date, articles will be revised where necessary to incorporate new scholarship, and new entries will be added to bring in populations and topics that were previously un- or under-represented (such as women in Sephardi and Mizrahi communities, Jewish women of color, and transgender Jews).

JWA, under the guidance of Jenny Sartori, editor of the encyclopedia, is seeking an intern to serve as a resource for an Editorial Board made up of distinguished scholars from around the world. Work will consist of a wide variety of research, editorial, and organizational tasks including locating authors of existing entries in the Encyclopedia (internet research, phone calls, etc.) (10%); assisting with correspondence with authors of existing entries in the Encyclopedia regarding updates (20%); taking minutes of Editorial Board video conference meetings and assisting Board members with research tasks (25%); locating and securing permissions for media (images, audio, video, documents) to be used in Encyclopedia entries (25%); maintaining organized records of correspondence, author agreements, permissions, and submission status (20%).

The selected intern should be willing to travel to JWA’s offices from time to time.

PROFILE OF APPROPRIATE CANDIDATE
- Background in history, gender studies, and/or Jewish studies preferred
- Strong writing skills
- Detail oriented
- Ability to work independently and collaboratively
- Ability to meet established deadlines
- Excellent computer skills
- Keen interest in the history of Jewish women and feminism