

Archives Outreach Program

Created for the purpose of bringing to the public the rich history of the town through the repository's historic records, this program includes exhibits, tours, lectures, publications and presentations.

All activities are available to the public free of charge.



The Archives is open on weekdays, except holidays, from 9:00AM - 4:00PM.

Patent of the Town of Huntington, 1666

For additional information regarding our activities contact us or visit our web site at <http://town.huntington.ny.us>

Handouts are printed using recycled paper.

**HUNTINGTON TOWN
CLERK'S ARCHIVES**
JO-ANN RAIA, TOWN CLERK/RMO

Internships

The internship program was made possible through the dedication to Archives and Historic Preservation, of Huntington Town Clerk, Jo-Ann Raia.



**HUNTINGTON TOWN CLERK'S
ARCHIVES**
JO-ANN RAIA, TOWN CLERK/RMO

100 Main Street
Huntington, NY 11743-6991

Antonia S. Mattheou, Town Archivist

Phone: (631) 351-3035

Fax: (631) 351-3205

Email: amattheou@town.huntington.ny.us



Tel: (631) 351-3035

Our program

The internship program is “project based” and is designed for students pursuing a degree in archival, library or information science areas.

Responsibilities: Under the direction of the Town Archivist, interns perform the following duties: appraise, arrange, describe and catalog archival records for access and use; create automated finding aids; conduct historical research; contribute and/or participate in the development of educational packets and exhibits.



Records chest. We call it the Town's first archival repository.

Qualifications: The ability to lift, carry, reach

and retrieve items weighing up to forty pounds is desirable. Familiarity with standard archival procedures and a working knowledge of Word software is a plus. Good organizational skills and the ability to interface with all staff levels are necessary.

Our Repository

Situated in Town Hall, the Huntington Town Clerk's Archives is a local government repository established in 1993, under the direction of Town Clerk, Jo-Ann Raia. It houses 1250 linear feet of permanent records documenting the Town's growth and history.

Environment: The repository's mission is to identify, collect, preserve and organize archival materials necessary for the Town's legal, fiscal, administrative and historical needs. Dedicated to promoting local history and teaching through the use of historical documents, the Archives makes its holdings available to visiting scholars and intellectuals, students, writers, filmmakers, reporters, elected officials, business people and the community by research, the issuance of publications and the planning of exhibits, presentations, tours, as well as participation in local history events and the hosting of all day program activities.

Application

Internship applications are reviewed in January and September. A personal

interview is required. Please forward resume and cover letter with the name and contact information of a reference, to:

Antonia S. Mattheou

Town Archivist

100 Main Street

Huntington, New York 11743

(631) 351-3035

amattheou@town.huntington.ny.us

**HUNTINGTON TOWN CLERK'S
ARCHIVES**
JO-ANN RAIA, TOWN CLERK/RMO

100 Main Street
Huntington, NY 11743-6991

Antonia S. Mattheou, Town Archivist

Phone: (631) 351-3035

Fax: (631) 351-3205

Email: amattheou@town.huntington.ny.us