



Position Title: Museum Records and Archives Intern
Supervisor: Curator
Department: Curatorial
Internship Offered: Summer 2020
Status: Unpaid Internship

Position Overview: The Museum Records and Archives Intern will be expected to assist the Curatorial Department with organizing, rehousing and managing object files and other associated materials. Work may involve digitizing historical documents and other museum records. The commitment is from June-August 2020 as part of the Summer 2020 Museum Practice Program.

Responsibilities:

- Scan/photograph original records or documents, which includes photographs, scrapbooks, etc.
- Rehouse records into new boxes and/or folders

Qualifications:

- Enrolled in an undergraduate or graduate program (Recent graduate may apply)
- Experience with DSLR camera and understanding of basic photography concepts
- Attention to detail and ability to be flexible
- Proficiency Google Drive and Microsoft Office Suite
- Ability to work independently
- Ability to manage multiple assignments and priorities, along with a professional attitude and demeanor.

Preferred Qualifications

- Background in Museum Studies, Art History or related field.
- Current or recent graduate of an ALA-accredited Master's degree in library or information science
- Demonstrated interest in learning about digitization best practices
- Experience with collection management and preservation tools