



Position Title: Digitization Intern

Supervisor: Curator

Department: Curatorial

Internship Offered: Fall 2020

Status: Unpaid Internship; Remote Work Possible

Position Overview: The Digitization Intern will assist the Curatorial Department with the opportunity to document objects in the permanent collection and museum records. Internship will provide students interested in library, archives, or museum careers an opportunity to get hands-on experience in digitization.

Responsibilities:

- Digital camera capture of collection objects
- Processing and uploading new/existing photography to Museum's shared drive and collection database (PastPerfect)
- Scanning and/or photographing object files
- Processing and uploading object files and other documents to Museum's shared drive and collection database (PastPerfect)
- Assist in rehousing physical object files and other archival material
- Prepare records for digitization through maintenance actions
- Complete audits of scanned images and file documents

Qualifications:

- Enrolled in an undergraduate or graduate program (Recent graduates may)
- Attention to detail and ability to be flexible
- Proficiency with 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:

- Experience with basic concepts of photography
- Experience within collection databases; experience with PastPerfect a plus
- Background in Studio Art, Museum Studies, Art History, Arts Administration, Public History or related field