**Robert Frederick Smith
Summer 2022 Internships**

Offsite at Chicago History Museum

Smithsonian

DIGITAL CURATION (1 POSITION)
Chicago History Museum – Chicago, Illinois

Chicago History Museum's mission – to share Chicago's stories, serving as a hub of scholarship and learning, inspiration, and civic engagement—is the foundation of the Museum's programs and events, exhibitions, educational initiatives, publications, and collecting activities that touch the lives of all Chicagoans and help them make meaningful and personal connections to history.

Position Description:
This internship offers the opportunity to improve access to and visibility of an important set of North American enslaved people papers that have largely not been digitized, shared, or even digitally described until quite recently. The intern will assess previously digitized material (the bulk of enslaved people-related collections); select items from larger collections for digitization and shadow this digitization workflow; attend a workshop with Museum partner the Afro-American Genealogical and Historical Society of Chicago to create a workflow for researching genealogical context; add historical context to existing collection descriptions; add selected items to CONTENTdm to test public access and text transcription; research and recommend collaborative external databases (for example, enslaved.org) to contribute the digitized collection items for increased discoverability; and write a blog post and/or create a curated digital exhibit showcasing their work.

The intern will work as an integral part of the archives team not just to enhance and publicize the collection, but also to learn about and be involved in how collections are acquired, processed, and documented by the Museum. In addition to archives staff, the intern will collaborate with other departments to evaluate, enhance, provide access to, and publicize the collection. Through the processing and digital curation aspects of this project, they will develop their evaluation and appraisal skills and judgment and contribute to the Museum's larger goal of telling Chicago's stories through diverse and inclusive collections.

Sample of Intern Duties:
- Survey enslaved peoples documents that are already digitized (CHM will digitize the known documents prior to the start of the internship)
- Identify items for additional digitization (this would be done on site; if internship is virtual, intern would work with existing documents and conduct catalog-based research remotely to identify possible candidates and partner with onsite staff to investigate)
- Curate items to add to a specific institutional CONTENTdm collection
- Attend training and then assess institutional procedures for genealogical and historical context research
- Add enhanced historical information to existing collection metadata
- Assess viable public transcription options, and test/assess workflow
- Write blog post
- Create and complete either a Google Arts and Culture, CONTENTdm, or the Digital Chicago site based on the enslaved people documents and related collections
- Research and recommend public databases to submit documents

Learning Outcomes:
- Understand how to work with standard archival description formats and tools to identify and research collections
- Increased analytical, writing, research, and digital curation skills
- Improved communication, collaboration, and other professional skills
- Technological evaluation skills, including testing workflows and systems
- Project management skills, including setting and meeting goals
- Know how to consult and understand MARC records, collection assessment reports, and other common custodial documentation
- Expertise in identifying and selecting good candidates for digitization
- Understanding of digitizing workflow and best practices
- Understand metadata standards and best practices
- Know how to write effectively for a public audience
- Technical expertise with the CONTENTdm interface and knowledge of best practices and principles for online content display and management
- Technical expertise with the Google interface and knowledge of best practices and principles for online exhibits through tasks that comprise the creation of the Google suite

Prerequisites:
- Demonstrated interest in African American history and culture
- Prior experience in digitization is not required

Work Environment: The Chicago History Museum is a highly collaborative organization and encourages staff and interns to contribute to and promote a positive culture by demonstrating the following values in their interactions with others and through the products developed and services delivered: discovery, creativity, empathy, authenticity, integrity, service, and collaboration. Successful candidates will be communicative, engaged, embrace uncertainty, be willing to ask questions, and have an aptitude for exploring and developing with their technological skills.

Tentative Schedule: Anticipated start date late May to early June 2022

COVID-19 Vaccine Requirements: Interns who will be regularly onsite need to be fully vaccinated prior to their start date. Individuals can seek an exemption from this requirement for medical or religious reasons.

Eligibility: Must be a United States citizen. Applicants must agree to submit to a background screening.