



Smithsonian

## Robert Frederick Smith Summer 2022 Internships

### Onsite at National Museum of African American History and Culture

#### DIGITIZATION (2 POSITIONS)

[National Museum of African American History and Culture – Washington, DC](#)

The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 36,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19<sup>th</sup> museum of the Smithsonian Institution.

#### Position Description:

Contribute significantly to the creation, management, and distribution of the museum's digital assets and gain experience in museum copyright, research and writing, and community engagement. The selected interns will have the opportunity to enhance their digital skills, build a professional network, and pursue mentorships within the Smithsonian Institution while gaining skills in myriad fields. At the conclusion of the program, the interns will have completed a variety of projects that will enrich their portfolios, resumes, and understanding of initiatives undertaken at the museum to further the Smithsonian's Digitization Strategic Plan. The modules break down as follows:

- **Cataloging**—Interns will learn basic cataloging procedures, train to use the Museum's collection information system, TMS (The Museum System), and catalog a selection of objects from home using images and information provided by staff.
- **Digitization**—Interns will be trained to digitize flat objects on site (in-person) using the Phase One Camera System and Canon Camera System. Interns will also be trained to edit raw image files from NMAAHC digitized collections using Adobe Bridge, Adobe Photoshop, and Capture One.
- **Rights and reproductions**—Interns will learn basic copyright law and permissible uses of museum collection images and how images are made available to the public through the Smithsonian's Open Access Initiative.
- **Outreach**—Interns work with Family History Center staff to plan virtual programs/workshops/lectures that teach audiences how to use databases and digital repositories for genealogical and historical research.
- **Research and writing** – Interns will research and write a 1,000–1,500 word Collection Story on the topic of their choice using objects in the Museum's collection.

#### Sample of Intern Duties:

- Train to use TMS (The Museum System) the Museum's collection information system
- Utilize museum cataloging standards to work on collection records
- Conduct research needed to create and enhance collection records
- Photograph flat objects from home (photographs, documents, etc.)

- Manage digital assets in multiple platforms (create, edit, manage metadata, and quality control of image files)
- Attend team meetings (virtual)
- Research copyright of museum objects
- Write a collection story or blog post
- Plan virtual public programs with museum's Family History Center staff

**Learning Outcomes:**

- Working knowledge of how to use TMS (The Museum System) collection information system database
- Experience with collections information research and management
- Experience with industry-wide software such as Adobe Bridge, Adobe Photoshop, and Capture One
- Digital imaging and content management skills
- Digital asset management skills
- Gain an overview of copyright law and permissible uses of museum collection images
- Understand how to integrate digital assets into various computer systems
- Experience planning programs for wide audiences

**Prerequisites:**

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

**Work Environment:** The Digitization Team is a highly collaborative, team-oriented group focused on making images and information about collection objects available for use by Museum staff and external partners. The applicant should have strong oral and written communication skills and be able to work well in a fast-paced environment in both group settings and on his or her own.

**Tentative Schedule:** June 1 – August 24, 2022

**COVID-19 Vaccine Requirements:** All academic appointees (interns and fellows) must be fully vaccinated for Coronavirus Disease 2019 (COVID-19) with a Food and Drug Administration (FDA) authorized (or, for international remote interns, a WHO-recommended) COVID-19 vaccine or have an approved Reasonable Accommodation granting an exemption from vaccine requirements. Please see additional information regarding reasonable accommodations [here](#).