



Smithsonian

## Robert Frederick Smith Summer 2022 Internships

### Offsite at Senator John Heinz History Center

#### DIGITAL PROCESSING (1 POSITION)

[Senator John Heinz History Center – Pittsburgh, Pennsylvania](#)

The Senator John Heinz History Center is an educational institution that engages and inspires a large and diverse audience with links to the past, understanding in the present, and guidance for the future by preserving regional history and presenting the American experience with a Western Pennsylvania connection. This work is accomplished in partnership with others through archaeology, archives, artifact collections, conservation, educational programs, exhibitions, library, museums, performance, publications, research, technical assistance, and increasingly through broadcast media and the internet.

#### Position Description:

The Senator John Heinz History Center offers a unique and exciting professional opportunity that will provide significant experience and practice for museum and archival work. The 2022 intern will focus his/her work on the African American Collections of the Western Pennsylvania Sports Museum (WPSM), in a hybrid work schedule that will include virtual as well in-person work. The WPSM is one of the museum facilities among the Western Pennsylvania Historical Society family of museums that includes the History Center Museum, Detre Library & Archives, Meadowcroft Historic Village and Rock Shelter, and the Fort Pitt Museum. The intern will learn to use the TMS catalog for museum collection management, research in the archives, and produce digital platforms for the WPSM featuring African American sports collections as well as update the WPSM webpage.

The intern will join a museum division staff of 17 including the Vice President for Museum Administration; Director of Curatorial Division/Chief Historian/Director of the Western Pennsylvania Sports Museum; Design Director - Exhibits and Creative Services; Collections Manager; Registrar, and Director of African American Programs; Associate Curator of African American History; curators, associates, and exhibits team. The Marketing/Communications division has a full-time staff of 4 that includes the Director of Marketing and Communications; Senior Digital Marketing Manager; Communications Coordinator; and Graphic Designer. The intern will have occasion to receive training from a wide variety of staff across two different divisions of the organization. The hybrid work schedule will allow the intern to utilize management skills and flexibility in work ethic in person and away from the Museum. The intern duties are divided between those two poles. The bulk of the work will entail digitizing of collections for posting on digital outlets including social media. The Heinz History center is current redeveloping its website so new content will needed. The intern will have an opportunity to develop some of that content.

#### Sample of Intern Duties:

##### Virtual tasks

- Review the catalog for existing and new museum and archival collections that reflect the history and culture of African Americans in sport

- Utilize digital, photograph, and historical research skills
- Conduct oral histories of athletes reflected in the collections and prepare them for posting on the website

**In-person tasks**

- Train with the senior digital marketing manager for digital and graphic design skills and techniques that reflect the mission and outlook of the History Center that is consistent with standing digital platforms using Wordpress software
- Digitize and create metadata for Museum collections and help to illustrate the depth of the History Center's African American collections

**Learning Outcomes:**

- Current techniques of research, historic writing, digitization, online and social media design, and collection cataloging
- Gain familiarity with museum collection management and cataloging techniques that govern the preservation, presentation, and exhibition of three-dimensional objects
- Learn how to use and develop digital products that help publicize and make accessible museum collections
- Learn and utilize virtual platforms that will allow museum work remotely
- Understand and employ research methods, particularly those for African American history
- Exposure to the day-to-day functions of a major museum and archive
- Work with and alongside experienced curators, collection managers, marketing and digital professionals, educators, archivists, and librarians
- Learn to adapt, problem solve, manage task, and utilize digital assignments in case of pandemic restrictions
- Strengthen communication and technical skills via virtual platforms

**Prerequisites:**

- Demonstrated interest in African American history and culture
- Some familiarity with museums and sports in society

**Tentative Schedule:** May 23 – August 12, 2022

**Work Environment:** The operations of the Heinz History Center are fast paced, detailed, open, fair, and friendly

**COVID-19 Vaccine Requirements:** The intern as well as all staff will have to abide by the HHC Covid guidelines and regulations as well as the CDC standards. All HHC staff are asked to be vaccinated and show proof of vaccination.

**Eligibility:** Must be authorized to work in the United States