



Smithsonian

Robert Frederick Smith Summer 2022 Internships Offsite at Amistad Research Center

INCREASING DIGITAL ACCESS OF ORAL HISTORY COLLECTIONS (1 POSITION)

Amistad Research Center – New Orleans, Louisiana

The Amistad Research Center (ARC) is committed to collecting, preserving, and providing open access to original materials that reference the social and cultural importance of America's ethnic and racial history, the African Diaspora, human relations, and civil rights.

Audiovisual holdings at the Amistad Research Center include more than 8,000 individual moving images and sound recordings. Collections include oral history interviews, concert recordings, documentary films, television programs, home movies, news footage and other material. The Robert F. Smith intern will work with ARC staff to gain understanding and experience with digitization hardware/software and web-based platforms to help increase discoverability and access to an oral history collection in the Center's holdings.

Position Description:

The Amistad Research Center holds the papers of Tom Dent, a New Orleans-born poet, essayist, playwright, teacher, and oral historian. The collection of Dent's personal papers provides a rich documentary source in the areas of African American literature and theater, the Civil Rights Movement, and the society and culture of New Orleans. It is a strong, and often consulted, source for the study of discrimination and racism in the United States, community organizing, the Black Arts Movement, and Southern history.

The intern will work with the Research Services Department and the Curator of Moving Images & Recorded Sound in a project that will focus on increasing digital access to a series of oral history interviews of civil rights workers in Mississippi conducted by Tom Dent from 1978 to 1983. This subsection of the Tom Dent papers contains 47 individual narratives in standard audiocassette form of interviews. Topics covered throughout the narratives include the beginnings of the Movement in Mississippi, civil rights workers activities and living conditions, harassment and violence against the community, politics, the 1964 Freedom Summer, the Freedom Democratic Party and Fannie Lou Hamer, as well as CORE (Congress of Racial Equality) and SNCC (Student Non-Violent Coordinating Committee) personnel and programs. The collection also includes narratives that detail the state of racial progress at the time of the interviews 15 to 20 years later in small Mississippi towns.

Sample of Intern Duties:

- Assisting with content analysis and metadata creation for oral history collection related to the 1960s Civil Rights Movement in Mississippi
- Analyze content, research, and write descriptive summaries and metadata for digital moving images and/or recorded sound
- Production of transcripts of oral histories using Otter.ai software
- Digitization of manuscripts, photographs, and recorded sound content from Amistad's holdings
- Research content related to digitized items, including research into ARC's archival collections
- Enrichment of archival finding aids with content descriptions to aid discovery of collections
- Creation/Enrichment of Wikipedia pages, blog posts, and social media posts on civil rights workers included in the oral history collection

Learning Outcomes:

- Understand best practices in description and digitization of cultural heritage collections across a variety of sound and moving image formats
- Experience using an Epson flatbed scanner and Photoshop for digitization of archival materials
- Learn policies related to providing access to audiovisual materials
- Introduction to the use of content management systems, specific to archival work and accessibility of collections, including TMS Collections and ArchivesSpaces
- Learn policies and procedures for handling and long-term preservation of archival collections
- Understand how digitization and curation impact multiple aspects of the operations of a small to mid-sized cultural heritage institution
- Understand how copyright and intellectual rights determine access to cultural heritage collections

Prerequisites:

- Demonstrated interest in African American history and culture
- Interest in community-facing archives, libraries, and museums
- Strong communication and interpersonal skills
- Able to work independently and as part of a team
- Interest in exploring and developing technological skills
- Detail-oriented with strong analytical skills

Work Environment: With a small staff, the work environment at the Amistad Research Center fosters collaboration among staff while also valuing independence and goal-oriented task assignment and completion. Important to this position is the ability to communicate well with staff and supervisors, ask questions as needed, the ability to work independently toward stated deadlines, respect of sensitive materials, and an empathy toward the people, places, and events depicted in Amistad's collections. As the Robert F. Smith Internship Program will allow for a hybrid (in-person and remote) work environment in 2022, the intern may split their time between work at Amistad and remote.

Tentative Schedule: Flexible

COVID-19 Vaccine Requirements: Per policies of Amistad Research Center and our host institution, Tulane University, all staff are required to provide proof of vaccination for COVID-19 or complete an exemption form. All staff, including interns, are required to take part in Tulane University's surveillance testing regardless of vaccine status. While Tulane University has become a mask-optional campus, at this time, Amistad still requires masks while in the Center.

Eligibility: Must be a United States citizen

Safety: June-November is hurricane season in New Orleans. In the event of a voluntary or mandatory evacuation, NMAAHC will coordinate a flight or other transportation to the intern's home base if necessary.



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Robert Frederick Smith Summer 2022 Internships Offsite at Apollo Theater Archives

ARCHIVES (1 POSITION)

[Apollo Theater – New York, New York](#)

The Apollo Theater Archives documents the history, cultural impact, and ongoing activities of Harlem’s legendary Apollo Theater through a unique collection of photographs, oral histories, audiovisual content, institutional documents, promotional materials, and other memorabilia.

Position Description:

Established in 2009, the Apollo Theater Archives has recently refocused and accelerated their efforts in inventorying and cataloging their collection, rehousing and preserving items, digitizing key materials, and investigating how these materials can be put to use in service of the Apollo Theater Foundation’s mission. The selected intern will have the rare experience of contributing to an archive during its formative stages. She or he will work closely with the Apollo’s staff archivist to preserve, describe, and provide access to artifacts new and old, uncovering previously undocumented items and helping to lay the foundation of an archive that will one day serve scholars, researchers, and enthusiasts both in-person and via web portal.

For the Summer of 2022, internship responsibilities will focus on helping to catalog, describe, and arrange materials resulting from the digitization of the [Frank Schiffman Apollo Theater Collection](#) at the National Museum of American History – a key collection whose ingest into the Apollo Digital Archives represents a substantial addition to the theater’s archival holdings.

The Apollo Archives are quickly evolving. This list of internship duties is provided as a sample of likely responsibilities but may change by Summer 2022.

Sample of Intern Duties:

- Describe and catalog digital and physical artifacts
- Arrange collections
- Help generate and manage data objects and collection metadata
- Help Foundation employees identify, locate, and retrieve archival materials
- Research, refine, and contribute information to the Apollo’s database of past theater events
- Refine data in Collective Access, our collection management system
- Digitize photographic and documentary materials as needed
 - Photograph oversize objects
 - Generate high-resolution scans of paper files

Learning Outcomes:

- Increased knowledge of archive fundamentals including arrangement, appraisal, description, preservation, and reference
- Gain an understanding of how archives are utilized by performing arts institutions
- Develop technical and interpersonal skills essential to a career in archives
 - Collection management (arranging, numbering, appraisal, accessioning and deaccessioning)
 - Data management (creating and refining data, mostly in spreadsheet formats)
 - Curation and reference (answering internal and external requests for information and materials)
 - Digitization (document and photo scanning, video transfer)

Prerequisites:

- Demonstrated interest in African American history and culture
- Basic research skills
- Familiarity with spreadsheets, word processing, and databases
- Preference for candidates with experience with basic digital media concepts (audio, video, and photographic file types)

Work Environment: The Apollo Theater Archives are a new department but have already developed into a fast-paced environment, fielding requests from both within the organization and outside parties. The archives frequently collaborate with the Apollo's education, programming, and marketing departments, requiring quick thinking, flexibility, and a willingness to experiment with unfamiliar ideas.

The ideal candidate would be able to work independently, think collaboratively, and contribute to solving the problems of an organization just beginning to formalize its archival practices. Employees of the Apollo Theater Foundation are passionate about culture – music, theater, and comedy in particular – and the Harlem community surrounding the theater. The selected intern will have the opportunity to attend Apollo events, and are encouraged to do so.

Tentative Schedule: Start date no later than June 6

COVID-19 Vaccine Requirements: The Apollo is a 100% vaccinated institution. All onsite personnel, including interns, must be fully vaccinated.

Eligibility: Must be a United States citizen



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Robert Frederick Smith Summer 2022 Internships Offsite at Atlanta University Center Robert W. Woodruff Library

INCREASING ACCESS TO THE VOTER EDUCATION PROJECT ORGANIZATIONAL RECORDS THROUGH DIGITIZATION (1 POSITION)

Atlanta University Center Robert W. Woodruff Library – Atlanta, Georgia

The Atlanta University Center Robert W. Woodruff Library provides information management, instruction, and access to a variety of global information resources acquired and organized in support of teaching and learning, scholarship, and cultural preservation of the Atlanta University Center (AUC). The Library partners with member academic institutions of the AUC: Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College.

Position Description:

Work with the Digital Services Department and Archives Research Center to prepare materials to be digitized from the Voter Education Project (VEP) Organizational Records collection, housed within the Atlanta University Center Robert W. Woodruff Library's Archives Research Center. The VEP Organizational Records document activities between 1962 and 1992. Founded in 1962 under the Southern Regional Council (SRC), VEP became an independent organization in 1971 under the leadership of John Lewis as its first executive director. VEP was enacted to help "seek out the causes and remedies for low political participation by Southern Blacks," and to distribute funds to various non-partisan Civil Rights organizations in an effort to support voter education drives and activities.

Specifically, the intern will select materials from 15 linear feet of VEP publications and printed ephemera (flyers, newsletters, etc.) promoting voter education work throughout the South. Once selected, the intern will be trained on digitization, description, and preparation of documents to increase public accessibility and research through the Library's digital repository - RADAR (<http://radar.auctr.edu>). Digitization of the VEP Organizational Records will help provide context for many of the laws surrounding voting rights, while also showcasing primary resources documenting the work of previous generations for democracy. Although the intern will be supervised by the Digital Initiatives Librarian, they will have the opportunity to collaborate with and learn from the expertise of other Digital Services Department members as well as staff from the Archives Research Center. The intern will receive in-depth training and access to procedures and documentation and will be encouraged to ask questions whenever uncertain about a task or responsibility. The intern will be invited to departmental meetings, events, and training programs.

Sample of Intern Duties:

- In partnership with Archives staff, select items from the VEP collection for digitization – estimated total of 500 digital objects
- Prepare materials for digitization
- Implement basic preservation measures
- Digitize selected items, including capturing master images and using image editing software, such as SilverFast, Adobe Photoshop, and FastStone for cropping, editing, and corrections for access images
- Create object-level descriptive metadata for online access
- Input images and metadata into the Library's institutional Islandora repository for access

Learning Outcomes:

- Cohesive digital collection consisting of approximately 500 items including photographs, flyers, pamphlets, and advertisements selected from the Voter Education Project collection
- Experience handling rare and unique archival materials
- Experience with a variety of scanning hardware and software including an Epson Expression flatbed scanner, a Bookeye VIA planetary scanner; as well as Adobe Photoshop, SilverFast, and FreeFlow software applications
- Working knowledge of the Federal Agencies Digital Guidelines Initiative (FADGI) standards for digital conversion, Library procedures for file naming and file management
- Working knowledge of Dublin Core and Metadata Object Description Schema (MODS) standards for metadata
- Understanding 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
- Learn 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
- Understanding metadata standards and best practices
- Increased experience in writing effectively for a public audience
- Technical expertise with the Islandora interface and knowledge of best practices and principles for online content display and management

Prerequisites:

- Demonstrated interest in African American history and culture
- Demonstrated ability to organize
- Strong attention to detail
- Experience with standard office software such as Microsoft Office
- Experience working independently and within teams
- Basic familiarity with image editing software such as Adobe Photoshop preferred

Work Environment: The primary workspace will be in the Library's Digital Lab, a shared space with other Digital Services staff members, that includes high end scanning equipment as well as individual workstations. The intern will be able to thrive while working both independently and in a team-based collaborative environment. The selected intern will be comfortable with asking questions and problem solving by thinking systemically about how their work fits into the larger information ecosystem. They will be adaptable and flexible as workflows change during the course of the internship.

Tentative Schedule: May 31 – August 19; Monday-Friday, 9am – 5pm

COVID-19 Vaccine Requirements: Selected intern will be required to be fully vaccinated. Weekly PCR tests will be provided and are required.

Eligibility: Must be authorized to work in the United States



Smithsonian

Robert Frederick Smith Summer 2022 Internships

Offsite at Chicago History Museum

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.



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Robert Frederick Smith Summer 2022 Internships

Offsite at Fisk University John Hope and Aurelia E. Franklin Library

BLACK ORAL HISTORY COLLECTIONS (2 POSITIONS)

[Fisk University John Hope and Aurelia E. Franklin Library – Nashville, Tennessee](#)

Franklin Library's mission is to use both traditional and innovative methods to provide a wide range of information and materials consistent with continuing and anticipated instruction and research in the natural and social sciences, business, and the humanities for Fisk University's diverse community of students, faculty, alumni, researchers, and scholars.

Position Description:

The Fisk Forever Oral History project at the John Hope and Aurelia E. Franklin Library is designed to improve visibility and promote access to oral history interviews in Special Collections and Archives. The Black Oral History collection that began in 1971 by Special Collections Librarian Ann Allen Shockley is a collection that combines past and new interviews of African and African American people to preserve the legacies, histories, and experiences of the subjects. To re-vamp the Black Oral History collection, the Franklin Library has partnered with the General Alumni Association of Fisk University, Inc. (GAAFU) and members from the Class of 1961 to conduct new oral history interviews. The project aims to capture the lived experiences of members from the class of 1961 who attended Fisk during a pivotal time in this Country's history. The class members experienced segregation firsthand, witnessed and even participated in Nashville's sit-in movement, and accomplished important firsts in their lives, opening doors for other generations.

Join a team consisting of 1961 class agents, librarians, and historians. As part of a team, the selected intern will conduct virtual interviews with ten members of the class of 1961. As an effective method for capturing and teaching history, interns will be trained to conduct oral history interviews ethically. This training will be led by a noted oral historian and the Special Collections Librarian. The project will follow the guidelines outlined in "Principles and Best Practices for Oral History" (OHA) to ensure an ethical, authentic experience for the interviewers and interviewees. As interviews are conducted, the intern will work with the historian on metadata, writing, and edits for the project's Omeka site. The completed site will feature Special Collections and Archives materials, interviews, project team bios, and other background information.

Sample of Intern Duties:

- Participate in collecting the oral histories of members from the Fisk University Class of 1961
- Scanning selected documents and images, data entry into spreadsheets, writing and editing, and other related duties
- Utilize Epson Expression 120000XL Graphics Arts Scanner, Epson Workforce ES-50 Portable scanner for PC and Mac and Epson scan software as well as Adobe Photoshop for on and offsite work
- Schedule and set-up interviews via Zoom.us (virtual meeting space) and Zencastr.com (audio site)
- Research background information on Fisk University's Class of 1961 in Special Collections and Archives
- Learning Photographing and camera operation techniques using the Nikon D3300 Digital Camera
- Developing sample oral history interview questions and learning unique, inclusive interviewing techniques

- Collecting Dublin Core Metadata (Name, Hometown, Age, etc.) for each interview entry into the Oral History Omeka site
- Write interview summaries, abstracts, and bios for the project's Omeka site
- Attend training sessions and project team meetings

Learning Outcomes:

- Working functional and operational knowledge of an archival oral history project
- Experience in data entry, data analysis, archival research, social media management, and digital humanities work
- Ability to identify values, interests, and skills to determine potential career goals
- Identify the ethical standards for the management and use of African American oral history collections
- Increased knowledge of African American collections and their needs
- Increased understanding of Digital Collections and Digital Humanities project planning
- Identify, describe, and apply emerging library and digital project technologies
- Understanding social, ethical, and legal issues surrounding oral history collections

Prerequisites:

- Demonstrated interest in African American history and culture
- Ability to learn about Special Collections discovery tools and resources through training and self-paced learning
- Ability to work independently and produce high quality, thorough, and accurate work
- Ability to follow detailed written instructions
- Strong organizational, analytical, and problem-solving skills as well as demonstrated initiative and adaptability
- Working knowledge of office productivity suites, such as Microsoft Office and Google Drive
- Effective written and oral communication skills

Work Environment: Fisk University Library has a positive, diverse, upbeat and collaborative working environment. Normal office conditions have a standard sized desk and office chair in a shared office space with two others. The noise level in the work environment is usually moderate. Working in Special Collections and Archives requires excellent communication, verbal and interpersonal skills as well as empathy, emotional intelligence, and an ability to handle sensitive information.

Tentative Schedule: Start date of May 16 or May 23, 2022; Monday-Friday, 9am – 4pm

COVID-19 Vaccine Requirements: Fisk University has adopted a policy of community-wide vaccination requiring all faculty, staff, and students to be fully vaccinated. Anyone living in the dormitories on campus must be fully vaccinated. Fisk University will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings. Face covering use will be in addition to and is not a substitute for social distancing.

Eligibility: Must be authorized to work in the United States

Housing: Campus housing is available, paid for by intern using the housing and transportation stipend



Smithsonian

Robert Frederick Smith Summer 2022 Internships

Offsite at Museum of the Grand Prairie

ORAL HISTORY (1 POSITION)

Museum of the Grand Prairie – Mahomet, Illinois

The Museum of the Grand Prairie, Champaign County Forest Preserve District's mission is to collect, preserve and interpret the cultural and natural history of Champaign County and East Central Illinois for all generations.

Position Description:

The Museum of the Grand Prairie (MGP) is the home to the Doris K. Wylie Hoskins Archive for Cultural Diversity. The archive contains a wide body of materials concentrating on African American history in Champaign County and East Central Illinois. The archival materials extend from 1861 to the present with the majority ranging from 1930 to 2000. The collection consists of many different types of materials including scrapbooks, photographs, newspaper clippings, pamphlets, handwritten notes, published and unpublished works, and oral history tapes.

The intern will learn to catalog, index, excerpt, and promote 32 oral history interviews from formats including audiocassette, CD, and digital. The audio interviews represent the Early American Museum oral history component of the Hoskins Archive, which documents the African American experience in Champaign County and East Central Illinois.

Sample of Intern Duties:

- Receive hands-on training in museum's collections processing, cataloging, and data entry procedures
- Process and catalog 32 oral history interviews born on audiocassette tape, and all surrogate CD and digital copies using PastPerfect 5 museum software
- Reassociate and cross check consent paperwork, where present, to cataloged interview records
- Receive training in oral history subject list creation and subsequent interview subject indexing
- Create standard subject list and create index of subjects found in each interview
- Receive training in museum social media protocols and online exhibit creation using Omeka
- Promote the oral history collection and its contents through a social media post series and/or an online exhibit
- Write a summary of the internship project, key takeaways, and the general intern experience and present it via a museum public program

Learning Outcomes:

- Experience and understand the importance of proper data management and preservation of oral history interviews after collection
- Appreciate the amount of work and attention to detail required to effectively managing oral history interviews

- Grasp the importance of interview content accessibility, and strategies to facilitate access, including indexing and digitization
- Build an understanding of how to address an oral history collection as found in a less than ideal state
- Appreciate the importance of actively sharing the process and product of oral history work with the public through social media, exhibition, and programming
- Learn about the management and day-to-day operations of an AAM accredited museum

Prerequisites:

- Demonstrated interest in African American history and culture
- Demonstrated ability to learn new technical and digital skills

Work Environment: The successful intern will learn to work and effectively communicate in a hybrid (in-person and virtual) environment. The hybrid nature of the internship requires careful and well communicated scheduling to include at least one in-person day per week. The successful intern will possess above average communication skills, enabling them to comfortably and professionally interact with staff, volunteers, and the public both in passing and during programming. The successful intern will possess excellent teamwork abilities; empathy towards others will minimize friction in often small, busy workspace. The intern will experience a personable work environment that recognizes their humanity and respects their needs.

Physical Demands: This internship requires the regular use of a computer, telephone, and other office equipment. This internship also requires that the intern be able to speak and hear in order to effectively communicate with various internal and external constituents. The visual acuity to review, prepare, and analyze information is required. While performing the duties of this internship, the intern must be able to remain in a stationary position for prolonged periods of time; the intern may regularly handle, grasp, or feel objects; reach, push, or pull to reposition items and may occasionally lift and transport up to 20 lbs. The physical demands described in this section are representative of those an employee must meet to successfully perform the essential duties of this internship. Reasonable accommodations may be made, in accordance with the Americans with Disabilities Act, to enable individuals with disabilities to perform the essential duties.

Tentative Schedule: Anticipated start date of May 15, 2021; Monday-Friday 8:30am – 5pm

COVID-19 Vaccine Requirements: Vaccination for Covid-19 is strongly recommended, but not required

Eligibility: Must be authorized to work in the United States

EEO Statement: The Champaign County Forest Preserve District is an Equal Opportunity Employer and as such does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other non-merit factor.



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Robert Frederick Smith Summer 2022 Internships

Offsite at Nabb Research Center for Delmarva History and Culture

DIGITAL HISTORY (2 POSITIONS)

[Nabb Research Center for Delmarva History and Culture – Salisbury, Maryland](#)

The mission of the Nabb Research Center is to cultivate and sustain the advancement of scholarly research through collecting, preserving, disseminating, and providing access to records and artifacts which illustrate the rich historical and cultural heritage of the greater Chesapeake (Delmarva) region.

Founded in 1982, the Edward H. Nabb Research Center for Delmarva History and Culture, located on the campus of Salisbury University in Salisbury, Maryland, is a repository for historical documents and artifacts from the Delmarva Peninsula, which encompasses the Eastern Shore counties of Maryland and Virginia and the southern counties of Delaware. The Nabb Center's collections consist of over 2,500 archival collections, 39,000 microform and books, and 8,000 artifacts that cover a wide variety of topics representing the area's complex history and revealing the great diversity of past human experience. The Nabb Center is an integrated division of Salisbury University Libraries.

Position Description:

Enduring Connections: Exploring Delmarva's Black History is a long-term digital humanities project at the Nabb Research Center. The project website features a searchable database for finding meaningful connections within digitized and transcribed sources, such as censuses, certificates of freedom, church records, newspapers, ledgers, and oral histories that illuminate the history of Black communities in the nineteenth and twentieth centuries across the Delmarva Peninsula. These sources help reveal important elements of Black life on Delmarva including family relationships, community connections, the end of slavery, attempts to re-unite family members, work, and connection to the land and water. The website will also feature an online exhibit component. This project aims to bridge long-existing gaps in archival and genealogical collections representing Black history and culture. *Enduring Connections* currently includes 80,000 transcribed entries from 55 sources.

The Digital History Interns will play an integral role in the continuing development of *Enduring Connections*. For this experience, each Digital Project Intern will work with a specific collection or record group, stewarding it through each stage from digitization to curation. The intern will digitize a collection, transcribe manuscript content, enter data in the database, and manage digitized content, culminating in an experience that synthesizes many aspects of the interns' contributions to *Enduring Connections*. Using the assigned collection and other database sources, the interns will curate a brief narrative about an individual, family, or theme to be published on the digital exhibit feature of the website to demonstrate the research value of the *Enduring Connections* project.

Sample of Intern Duties:

- Digitize original or microfilm records from selected collection using BookEye overhead book scanner, ScanPro electronic microfilm scanner, or Epson flatbed scanner
- Transcribe manuscript content from digitized collection into Microsoft Excel
- Enter extracted information into the *Enduring Connections* database, which is an open source, web-based database software created in-house by librarians using PHP programming language on a server running Apache software
- Incorporate digitized content into database by attaching images to corresponding records in the database
- Conduct research and curate a narrative about an individual, family, or theme to publish in the “Stories” digital exhibit feature of the website

Learning Outcomes:

- Acquire project management skills within a collaborative digital humanities environment
- Working knowledge of digital imaging and content management skills and best practices
- Knowledge of implementing an online discovery tool for digital history (*Enduring Connections* database)
- Experience integrating digital assets into an open source, web-based database software created in-house by librarians using PHP programming language on a server running Apache software
- Comprehend fundamentals and purpose of transcribing manuscript content for improved online discoverability and usability
- Enhanced curatorial skills including identifying engaging themes, conducting historical research, and conveying stories through writing and image
- Experience and training on digitization with equipment including overhead book scanner, microfilm scanner, and flatbed scanner

Prerequisites:

- Demonstrated interest in African American history and culture
- Interest in pursuing a career in public history, preservation, or a related field
- Some experience with digital humanities projects is a plus

Work Environment: The Nabb Research Center is team-oriented and succeeds as a small staff through constant collaboration. Staff members value independence with appropriate supervision and applicants who are communicative, diligent, and reliable are sought.

Tentative Schedule: Start date Late-May or early-June; Monday-Friday 8:30am – 4:30pm

COVID-19 Vaccine Requirements: The University System of Maryland (USM) requires all Salisbury University students and employees to be fully vaccinated against COVID-19. Those who are not vaccinated are required to receive an SU-issued medical or religious exemption from the requirement as a condition for on-campus attendance and employment. This includes those who have previously been diagnosed with COVID-19.

Eligibility: Must be authorized to work in the United States

Housing: On-campus housing provided. Selected interns will not be eligible for the housing and transportation stipend.



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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



Smithsonian

Robert Frederick Smith Summer 2022 Internships

Offsite at Tuskegee University Archives

ARCHIVES (1 POSITION)

[Tuskegee University – Tuskegee, Alabama](#)

Tuskegee University archives holds over 250,000 plus images and negatives, 750 plus reel-to-reel audio tapes and thousands of other media and is actively working to digitize its collections. Recently, Tuskegee University found over 1,000 negatives that were previously used in the university's student newspaper. These images were assumed lost, but now the negatives provide researchers the opportunity to restore the images for research use today. Images range in date from the 1920s through the 1960s and topics include the depression, the Tuskegee Airmen, and the Civil Rights Movement – events that Tuskegee University students participated in.

Position Description:

Enhance your marketability by becoming proficient with a variety of equipment such as large-sized scanners and commercial reel-to-reel players and converters, while working with the latest software such as Photoshop Pro, Final Cut Pro, and Movie Maker. The selected intern will have the opportunity to interact with other institutions such as the Field Museum, the BBC, and a variety of universities and news outlets in collaborative projects that will highlight your skills in disseminating Tuskegee's important collections to the nation and the world.

Sample of Intern Duties:

- Preserve image negatives in a digital format for long-term storage and preservation
- Catalog items and prepare them for public access
- Write descriptions of preserved records for future use by researchers
- Create digital copies of negatives in both Jpeg and Tiff formats
- Develop metadata using Dublin Core
- Upload final products to internal website and SharedShelf Commons

Learning Outcomes:

- Be prepared for specialized work in a library, archive, or museum
- Understand the subtleties of photographic manipulation as used by photographers
- Greater understanding of matters of importance to former Tuskegee University students
- Experience with Epson Scan and Photoshop
- Familiarity with best practices for archives and digitization

Prerequisites:

- Demonstrated interest in African American history and culture
- Proficient in Microsoft Word
- Basic computer skills

Work Environment: This position requires an applicant that is driven, curious, and passionate about history, particularly regarding historically black colleges and universities. The Tuskegee University Archives is a medium-sized archive with two full time staff, two regular volunteers and many student workers. We are easy-going with an emphasis on the success of our interns and students. We are interested in continuing to position the archives as one of the preeminent archives in the South and the nation by providing easy access to our digital materials.

Tentative Schedule: June 6 – August 26, 2022

COVID-19 Vaccine Requirements: Selected intern must be fully vaccinated or submit a negative COVID test weekly, at personal cost

Eligibility: Must be authorized to work in the United States



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 19th 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](#).



Smithsonian

Robert Frederick Smith Summer 2022 Internships

Onsite at National Museum of African American History and Culture

TIME BASED MEDIA CONSERVATION (1 POSITION)

[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 19th museum of the Smithsonian Institution.

Position Description:

Contribute significantly to the creation, management, and distribution of the museum's analog digital moving image assets and gain a thorough understanding about the integration of digital assets into various Smithsonian databases. The selected intern will have the opportunity to enhance their digital skills, handling of various types of analog and digital physical items, digitization of moving image assets, build a professional network, and pursue mentorships within the Smithsonian Institution while gaining skills in myriad fields. At the conclusion of the program, the intern 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.

Sample of Intern Duties:

- Train to use TMS (The Museum System) collection information system database
- Utilize museum cataloging standards to work on collection records
- Conduct research needed to create and enhance collection records
- Create collection inventories
- Train in object handling
- Inspect and assess analog and digital assets
- Digitize analog and physical assets
- Attend team meetings
- Research copyright of museum objects
- Write a collection story or blog post

Learning Outcomes:

- Working knowledge of how to use TMS (The Museum System) collection information system database
- Experience with collections information research and management
- Direct experience handling objects
- Become familiar with opensource command line tools such as vrecord and RAWCooked

- Become familiar with museum's digitization suite using Lasergraphics, ScanStation, and a variety of videotape recorders
- Become familiar with Disk Imaging software such as Kryoflux and BitCurator
- Become familiar with the Smithsonian Digital Asset Management System
- Digitization of analog and digital moving image assets
- Digital asset management skills
- Gain an overview of copyright law and permissible use
- Understand how to integrate digital assets into various computer systems

Prerequisites:

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

Work Environment: The Time-Based Media Conservation Team is a highly collaborative, team-oriented group focused on the preservation and digitization of moving image objects to be made 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 their 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](#).