



Smithsonian

Robert Frederick Smith Summer 2023 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 intern 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 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. The modules breakdown 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.
- **Digitization**—Interns will be trained to digitize flat objects 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:

- Interest or background in African American history and cultural studies.
- 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 their own.

Tentative Schedule: June 5 – August 25, 2023

Eligibility: Must be authorized to work in the United States. NMAAHC can provide visa sponsorship for international applicants. To learn more about the process for requesting sponsorship click [here](#).