



Smithsonian

## Robert Frederick Smith Summer 2023 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, 2023

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