

Archives (1 POSITION)

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

Intern must coordinate their own housing.

Established in 2009, the Apollo Theater Archives continues to inventory and catalog both new acquisitions and existing unprocessed materials, rehouse and preserve items, digitize key objects, and investigate how these materials can be put to use in service of the Apollo Theater Foundation's mission.

Position Description:

The selected intern will have the rare experience of contributing to an archive during its formative stages. They 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 2024, internship responsibilities will focus on two key areas:

- 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.
- Catalog and describe educational video, photography, and paper materials.
- Research and conduct two oral history interviews with current and/or former Apollo Theater staff members.

The Apollo Archives are quickly evolving. This list of internship duties is provided as a sample of likely responsibilities but may change by Summer 2024.

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.
- Help answer research questions from scholars, journalists, performers, and others.
- Identify archival materials that can be utilized to enrich tours, presentations, events, and other public programs.

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) and some experience in basic video editing (iMovie).

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 Monday, June 3.

Eligibility: Must be a United States citizen.

DIGITIZATION (1 POSITION)

[Atlanta University Center Robert W. Woodruff Library – Atlanta, Georgia](#)

Intern must coordinate their own housing.

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 2Spelman 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 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](#). 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 200 digital objects.
- Prepare materials for digitization & implement basic preservation measures.
- Digitize selected items, including capturing source 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 200 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 IVA 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 collection assessment reports, website analytics, 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 organizational skills & strong attention to detail.
- Ability to follow detailed documented workflows.
- 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 27 – August 16; Monday-Friday, 9am – 5pm.

COVID-19 Vaccine Requirements: Selected intern will be required to show proof of initial vaccination. Recent boosters are not required.

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

DIGITAL CURATION (1 POSITION)

[Chicago History Museum – Chicago, Illinois](#)

Intern must coordinate their own housing.

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 continue improving 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; learn how to research genealogical context; add historical context to existing collection descriptions; add selected items to CONTENTdm to test public access and text transcription; submit batches to collaborative external databases (for example, enslaved.org) to contribute the digitized collection items for increased discoverability; assist with launching publicly accessible batch via CHM’s platforms, and assist with promotion and discovery of these materials by writing a blog post and/or creating 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 people’s documents that are already digitized (CHM has previously digitized the known documents prior to the start of the internship).
- Curate batch of items to add to a specific institutional CONTENTdm collection.
- Attend training and continue to enhance institutional procedures for genealogical and historical context research.
- Add enhanced historical information to existing collection metadata.
- Execute transcription workflow for selected batch.
- Write blog posts.
- Create and complete either a Google Arts and Culture, CONTENTdm, or the Digital Chicago site based on the enslaved people documents and related collections.
- Prepare submission of documents to additional public research databases.
- Work collaboratively with CHM staff to launch public batch of digitized and transcribed 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 2024.

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.

Digitization (2 POSITIONS)

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

Campus housing is available, paid for by the intern using the stipend.

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 Digitization Project is a testament to the rich history of Fisk University and the influential figures who have shaped its legacy over 154 years. A significant 35 percent of reference requests received by our Special Collections and Archives are directed towards the Fiskiana Collection, a repository of materials by and about our HBCU. Its broad appeal is due to its diverse array of material formats, which includes manuscripts, photographs, bound items, published books, scrapbooks, newspapers, art objects, audio recordings, and video recordings. Digitizing and providing online access to these materials is a top priority in meeting the needs of our stakeholders. Furthermore, the Fisk Forever digitization project is pivotal in preserving African-American cultural heritage archives.

We invite you to join our team of Librarians and Archivists leading the Fisk Forever digitization project. Selected interns will receive training in the fundamentals of digitization and metadata creation, and they will actively contribute to the online accessibility of materials, including Fisk University yearbooks, commencement programs, ledgers, Spring Arts Festival Programs, Fisk Heralds, Fisk Forums, Fisk News editions, and the Clarion. As an effective means of capturing and conveying history, interns will be instructed in handling fragile archival materials, proper scanning techniques, editing scanned materials, and metadata creation using the Dublin Core standards. The project will adhere to the guidelines outlined in the Federal Agencies Digital Guidelines Initiative (FADGI) Technical Guidelines for Digitizing Cultural Heritage Materials - 3rd Edition (2023), ensuring an ethical, authentic, and appropriate workflow. Upon digitization, interns will collaborate with the project Archivist to contribute to the project's Omeka site, which can be accessed at fiskforever.omeka.net. The completed site will showcase the scans and metadata of Special Collections and Archives Fiskiana materials.

Sample of Intern Duties:

- Complete an overview of the materials marked for digitization from Fiskiana before beginning the digitization process.
- Learn Scanning techniques for selected documents and images, data entry into spreadsheets.
- 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.
- Research background information on Fisk University and the Fiskiana Collection in Special Collections and Archives.
- Learn photography and camera operation techniques using the Nikon D3300 Digital Camera.
- Collect Dublin Core Metadata (Title, Publication Date, Subjects, etc.) for each Fiskiana publication.
- Highlight and strengthen the research resources on African-American subjects housed in Special Collections.

● Smithsonian

- Learn how to perform Quality Control checks on digitized materials and metadata.
- Participate in the development of critical policies and procedures for digitization projects.
- Attend training sessions and project team meetings.
- Utilize open-access site Omeka.net.

Learning Outcomes:

- Working on functional and operational knowledge of a digitization project workflow.
- 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 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 digitized cultural heritage collections.

Prerequisites:

- Demonstrated interest in African-American history and culture.
- Ability to learn new technical tools through a combination of guided and self-paced learning.
- Ability to work independently.
- Ability to follow detailed written instructions.
- Demonstrated initiative and adaptability through academic projects, extracurriculars, or professional experiences.
- 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 individual offices. The noise level in the work environment is usually moderate. Working in Special Collections and Archives requires excellent communication, verbal and interpersonal skills, empathy, emotional intelligence, and an ability to handle sensitive information.

Tentative Schedule: Start date of May 27th, 2024; Monday–Thursday, 8 am – 5 pm.

COVID-19: The John Hope and Aurelia E. Franklin Library encourages, but does not require, all faculty, staff, students, and visitors to wear an appropriate face covering inside enclosed spaces, like study rooms, the Special Collections Reading Room, and the Computer lab. Face covering use is a substitute for when social distancing is not possible.

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

Digitization (1 POSITION)

Museum of the Grand Prairie – Mahomet, Illinois

Includes an additional \$1,000 stipend to support expenses due to the site's rural location.

The Museum of the Grand Prairie (MGP) is a rural institution with a mission to collect, preserve and interpret the cultural and natural history of Champaign County and East Central Illinois for all generations.

Position Description:

The MGP is home to the Doris K. Wylie Hoskins Archive for Cultural Diversity (DHA), which documents the African American experience in Champaign County and East Central Illinois. Doris K. Wylie Hoskins, an avocational archivist, collected and assembled her archives throughout her lifetime, the material primarily ranges from 1930 to 2000. This project focuses on the organization, research, cataloging, and digitization of the Lucy Gray sub-assembly, which includes scrapbooks, photos, and newspaper clippings.

The intern will contribute to preserving essential history by sorting, inventorying, and assessing the unprocessed Lucy Gray materials in the Hoskins Archive. With that basic intellectual control established, the intern will conduct additional historical research, plan rehousing and storage strategies, and develop and execute a cataloging and digitization plan. The result will be a well preserved, cataloged, and digitized collection that is available and accessible to the community.

Primary Intern Duties:

- Complete and discuss guided readings concerning archives management and digitization.
- Inventory the Lucy Gray assemblage to understand and document all contents.
- Assess material for preservation concerns, storage requirements, and relevance.
- Reassemble and sort disparate pieces from scrapbooks and reassociate other material as necessary.
- Conduct research as needed to strengthen the assemblage's context and narrative. This includes researching individuals, connecting individuals to each other and historic events.
- Explore solutions for potentially problematic storage and conservation situations.
- Develop plan to catalog and digitize the assemblage, considering preservation, rehousing, and storage.
- Catalog and digitize the Gray assemblage according to plan using PastPerfect 5 Museum software, an Epson Expression 12000XL large format scanner, and industry standards and protocols as outlined in the museum's collections procedures manual.
- As time and interest permits, develop social media posts highlighting content of interest.

Learning Outcomes:

- Develop understanding of archival processing and digitization from start to finish.
- Sharpen analytical and time management skills by developing and executing a plan of work.
- Gain experience working in a smaller AAM accredited museum:
 - Sharpen time management skills.

- Learn how to consider feasibility, consistency of practices, and industry standards when managing digitization projects.
- Build a deeper understanding of digitization practices.

Prerequisites:

- Interest in African American history and culture.
- Ability to learn new technical and digital skills.
- Valid U.S. driver's license.

Transportation:

- MGP is in a rural location outside Champaign-Urbana, IL and is not accessible by public transportation.
- Neither NMAAHC nor MGP can arrange or fund personal travel expenses directly.

Work Environment: The successful intern will learn to work and effectively communicate in the museum environment. 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 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 Tuesday, May 28; 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.

DIGITAL HISTORY (2 POSITIONS)

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

Includes an additional \$500 stipend to support expenses due to the site's rural location. Optional on-campus housing will be offered, paid for by the intern using their stipend.

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 microforms 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.

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.

ARCHIVES (2 POSITIONS)

[Tuskegee University – Tuskegee, Alabama](#)

Includes an additional \$1,000 stipend to support expenses due to the site's rural location.

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.
- Must have a valid U.S. driver's license. Tuskegee university is not accessible by public transportation.

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 3 – August 23, 2024.

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

DIGITIZATION (2 POSITIONS)

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

Intern must coordinate their own housing.

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 3 – August 23, 2024.

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](#).

ORAL HISTORY (1 POSITION)

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

Intern must coordinate their own housing.

The Oral History Intern will support the Oral History Initiative (located in the Office of Digital Strategies and Engagement) at the National Museum of African American History and Culture (NMAAHC) by working on the processing of oral history interviews for our ongoing projects, including the Social Justice Conversations Oral History Project.

Position Description:

This internship will provide an introduction to professional oral history work in a museum setting, and the intern will develop their verbal, written, and professional skills. Each assigned duty will help with the development of skills needed to succeed in a museum setting. The coordinator of the Oral History initiative will mentor the intern maintaining records, conducting background research for interviews, completing required documentation. There may also be an opportunity to conduct oral history interviews. The Oral History Intern will also be able to observe how oral history projects are carried out from conception to implementation, including research, developing questions, contacting interviewees, gathering metadata, and writing field notes and interview descriptions.

Sample of Intern Duties:

- Attending mandatory training.
- Preparing background research.
- Conducting preliminary interviews.
- Writing justifications for the Collections Committee.
- Collecting oral history documentation forms.
- Writing field notes.
- Writing summary of interviews.
- Observing or conducting oral history interviews.

Learning Outcomes:

- Experience of practicing oral history within a museum setting.
- Experience the process of collecting oral histories from inception to actual accession of oral history interview.
- Learn how to write a justification and bring an item into the museum's collection.
- Become familiar writing field notes and summaries of oral history interviews.
- Become familiar with the process of recording oral histories via film.
- Become familiar with ethical standards of collecting oral histories as upheld by the Oral History Association.
- Experience different ways of integrating oral history content into exhibitions and programming.

Time Frame (flexible): June 3 – August 23, 2024.

Work Culture: The Oral History Initiative team is a highly collaborative, team-oriented group focused on collecting oral history content for use by Museum staff, scholars and the general public. The applicant should be able to work well in both group settings and on his or her own.

Prerequisites:

- Interest or background in African American history and cultural studies.
- Interest in relationship between memory, the oral tradition and historical interpretation.
- Strong oral and written communication skills.
- Prior experience in oral history is not required.