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-assemblage, 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.