



The Robert Frederick Smith Fund

Robert Frederick Smith Summer 2020 Internships

Offsite at Amistad Research Center

DIGITAL ARCHIVING AND OUTREACH (2 POSITIONS) **[Amistad Research Center – New Orleans, Louisiana](#)**

The Amistad Research Center 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.

From its beginnings as the first archives documenting the modern civil rights movement, Amistad has experienced considerable expansion and its mission continues to evolve. The history of slavery, race relations, African American community development, and the civil rights movement have received new and thought-provoking interpretations as the result of scholarly and community research using Amistad's resources. The holdings include the papers of artists, educators, authors, business leaders, clergy, lawyers, factory workers, farmers, and musicians.

Position Description: As an independent, non-profit, community-based archives/library, digital curation and preservation are not limited to one department at Amistad, but extend throughout our Research Services, Archives, and Public Programming and Outreach departments. The selected interns will rotate through all three departments to expose the individuals to digital imaging and metadata creation, content analysis of digital moving image assets to foster access, implementation and population of content and digital asset management systems, and the use of digital content in promotion of a cultural heritage institution and its collections.

Sample of Intern Duties:

- Assist with content analysis and metadata creation for a newly digitized film collection related to 1960s civil rights activities in Mississippi.
- Analyze content, research, and write descriptive summaries and metadata for digital moving images
- Utilize digital assets management system (DAMS) for organization of metadata and other information
- Work with 2-3 systems to fully understand digital assets and content management at Amistad
- Digitize content from Amistad's holdings, including photographic, paper, and print-based collections, as well as sound and moving image formats
- Research content related to digitized items
- Write blog and social media posts related to digitized items

Learning Outcomes:

- Understand best practices in digitization of cultural heritage collections across a variety of formats, including print, paper, and photograph-based collections and sound and moving image formats
- Introduction to different content management and digital asset management systems used by cultural heritage institutions, including ArchivesSpace, Islandora, and EmbARK

- Learn policies related to the use of digitized assets in public promotion and social media, including copyright, privacy issues, licensing, and analytics
- Understand how digitization and curation impact multiple aspects of the operations of a small to mid-sized cultural heritage institution

Time Frame (flexible): Proposed June 8 – August 28, 2020

Work Culture:

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 are 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.

Prerequisites:

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

Eligibility: Must be a United States citizen



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Robert Frederick Smith Summer 2020 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. *The Apollo Archives are quickly evolving. This list of internship duties is provided as a sample of likely responsibilities but may change by Summer 2020.*

Sample of Intern Duties:

- Catalog and re-house artifacts
- Arrange collections
- Help 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, documentary, and audiovisual materials
 - Photograph oversize objects
 - Generate high-resolution scans of paper files
 - Make ad-hoc digital video transfers as needed using off-site facilities

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)

Time Frame: Starting dates for the Apollo Theater Archives internship are flexible, depending on the chosen candidate's schedule, and can begin as early as mid-May. Candidates are asked to begin no later than some point in the first week in June, so that they are available to assist at the theater's annual Spring Gala on Monday, June 8, 2020.

Work Culture: 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.

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)

Eligibility: Must be a United States citizen.



The Robert Frederick Smith Fund

Robert Frederick Smith Summer 2020 Internships

Offsite at Bethune-Cookman University

ORAL HISTORY TRANSCRIPTION (2 POSITIONS)

Bethune-Cookman University – Daytona Beach, Florida

The mission of Bethune-Cookman University (BCU) is to develop global leaders committed to service, life-long learning, and diversity by providing a faith-based environment of academic excellence and transformative experiences.

The BCU Oral History Collection documents the history of Mary McLeod Bethune and the school she founded in 1904, through carefully researched, recorded, and transcribed oral histories and interpretative historical materials for the widest possible use. Since its inception in 2001, the BCU Oral History Collection has carried out interviews in a variety of subject areas related to African American history. Interviews have been used as source material for articles and video documentaries.

Position Description: Transcribe unpublished, primary research materials and interviews from the BCU Oral History Collection (<https://www.cookman.edu/history/>) and format interviews in a digital platform for archiving and dissemination. Train and practice ethical interviewing and engage in the formative process of creating relevant interview questions. Introduce methods of research necessary to corroborate or disprove spoken memories and personal commentaries.

Sample of Intern Duties:

- As a team, create or engage in the preparation of field notes, transcriptions, and archival materials related to digitizing 5 ongoing oral history projects
- Interview individuals with long associations with Mary McLeod Bethune, Bethune Cookman University, and the local African American Community according to best practices of the Oral History Association
- Use NVivo, Excel, and SPSS software to analyze key themes, concepts, and relationships in oral histories
- Edit images and sounds to create multimedia digital archives, prepare brief biographies and further develop web pages and databases
- Review historical data and do research necessary to corroborate or disprove spoken memories
- Create an interactive pre-Urban Renewal era digital map of Historic Second Avenue (now known as Dr. Mary McLeod Bethune Boulevard) in Daytona Beach, Florida
- Create a database for Family History Portfolio selected topic quotations using Excel, NVivo, and SPSS (over 1,200 FHPs exist from 2001 to the present, and, as part of their portfolio, students in African American History classes each highlight 5 salient things their family elder interviewees said on a wide variety of topics. These topics will be analyzed, and the “quotes” placed into a database for the public on our web pages.)
- Archive oral history projects using established finding forms (Dublin core)

Learning Outcomes:

- Learn to effectively use the BCU library, archives, and oral interviews as resources and understand the relative worth of different types of evidence
- Evaluate and critique different historical perspectives and explanations within a conversational setting
- Listen to and learn from others; to write clearly, economically, imaginatively, and persuasively about historical facts, issues, and interpretations
- Demonstrate command of a body of knowledge in history by reading, interpreting, and discussing historical events and data within an accurate chronological context
- Appreciate, critique, and use material from other fields in the comparison of historical developments/problems across cultural and geographical boundaries
- Employ methods of historical research that emphasize high standards of fidelity to evidence, tolerance of alternative approaches to obtaining, interpreting, and applying historical knowledge, and an appreciation and articulation of the indebtedness historians have to the work of others

Time Frame (flexible): May 26, 2020 – August 14, 2020

Work Culture: The work culture for BCU Oral History Collections interns is both collaborative and independent. The successful candidate should be resilient, able to handle sensitive information, be communicative, diligent, tolerant of uncertainty, curious, and possess good people skills.

Prerequisites: Interest and background in African American history and culture studies



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Robert Frederick Smith Summer 2020 Internships

Offsite at Chicago History Museum

PROCESSING AND DIGITIZATION (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.

In spring of 1970, the Alliance to End Repression, later known for its efforts to end surveillance on political dissidents by the Chicago Police Department, created a Bail Task Force, which was later renamed the Cook County Special Bail Project (CCSBP). The Project worked to coordinate court-watching and pretrial interviewing efforts. The information collected during court-watching provided evidence of a racial disparity in both bail setting and sentencing and they worked to draw attention to the fact that most people before the criminal court did not have access to crucial social support networks and systems and therefore did not actually need high bonds to ensure that they would come to court. CCSBP succeeded in increasing the number of people released on recognizance in Cook County while organizing to bail people out of jail. Combined with community activism, court-watching efforts also resulted in such as establishing a weekend court and getting rid of the separate courts for women. The CCSBP records consist of 56.25 linear feet of project reports, initial arrest forms, general office files, correspondence, speeches, transcripts of hearings, annual reports, court complaint forms, and daily court observers reports, (1971-1978).

Position Description: This internship offers the opportunity to improve access to and visibility of an important social justice collection that includes a significant African American history component by processing the Cook County Special Bail Project records and creating a set of digital products related to the collection. As part of their research for creating the digital products, the intern will work with related collections such as the Alliance to End Repression records, the Hans Mattick papers on his sociological research into the correctional system, and others. The intern will work as an integral part of the archives team not just to process 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, interns will collaborate with other departments to process, provide access to, and publicize the collection. Through the processing and digital curation aspects of this project, they will develop their 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:

- Process visual materials collection
- Survey, assess, and create a processing plan for the collection
- Arrange and rehouse collection
- Finalize finding aids and catalog records
- Select items for digitization and create metadata

- Write blog posts
- Encode manuscript finding aid
- Create and complete either a Google Arts and Culture, CONTENTDM, or the Digital Chicago site based on the Cook County Special Bail project and related prison and legal system reform collections
- Encode finding aids into EAD format

Learning Outcomes:

- Understand basics of assessing, arranging, and describing collections in keeping with archival best practices
- Increased analytical, writing, research, and digital curation skills
- Improved communication, collaboration, and other professional skills
- Know how to properly apply EAD (a common job requirement in archives) to archival finding aids, and how to troubleshoot encoding and web publishing issues
- Understand how to use an XML-based structured data language in a text editor tool, a skill that translates to other libraries and archives as well as to jobs looking for technology skills
- Project management skills, including setting and meeting goals
- Understand how to implement proper archival housing and preservation techniques
- Know how to consult and understand MARC records, collection assessment reports, and other common custodial documentation
- Understanding of copyright law in a museum setting
- Expertise in identifying and selecting good candidates for digitization
- Understand metadata standards and best practices
- Know how to write effectively for a public audience
- 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

Time Frame (flexible): Start date after May 18, 2020

Work Culture: 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.

Prerequisites:

- Demonstrated interest in African American history and culture
- Commitment to the mission, values, and programs of the Chicago History Museum
- Interest in archives and making archival materials accessible to others
- Able to lift up to 50 lbs
- Detail-oriented with strong analytical and problem-solving skills
- Able work independently and as part of a team
- Preferred: strong research and organizational skills
- Preferred: an aptitude for exploring and developing technological skills

Eligibility: Must be a United States citizen. Applicants must agree to submit to a background screening.



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Robert Frederick Smith Summer 2020 Internships

Offsite at Senator John Heinz History Center

DIGITAL PROCESSING, WESTERN PENNSYLVANIA SPORTS MUSEUM (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 2020 intern will focus his/her work on the African American Collections of the Western Pennsylvania Sports Museum (WPSM), 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 18 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; curators, associates, and exhibits team. The Marketing/Communications division has a full-time staff of four 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.

Sample of Intern Duties:

- Review the catalog for existing and new museum and archival collections that reflect the history and culture of African Americans in sport
- Train 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
- Utilize digital, photograph, and historical research skills

Learning Outcomes:

- Current techniques of research, historic writing, digitization, online and social media design, and collection cataloging tutorial.
- 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 will help publicize and make accessible museum collections
- 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

Time Frame (flexible): May 26 – August 8, 2020

Work Culture: The operations of the Heinz History Center are fast paced, detailed, open, fair, and friendly.

Prerequisites: Interest and background in African American history and culture studies and some familiarity with museums.



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Offsite at Stagville State Historic Site

NEIGHBORHOOD ORAL HISTORY (1 POSITION)

Stagville State Historic Site – Durham, North Carolina

Stagville is the former site of one of the largest plantations in North Carolina. Today the site is dedicated to interpreting the lives, families, culture, and work of enslaved people on the Bennehan-Cameron plantations. The site is in the process of broadening its interpretation to include the history of sharecropping and the legacy of slavery, using oral histories and descendants of enslaved people.

Position Description: Join Stagville's small, tight-knit office and dive deeply into our work. You will be immersed in the day-to-day operations of a small public history site dedicated to local African American history. Your work will focus on expanding the oral history archive at Stagville, to build our body of knowledge about the families who are descended from enslaved people from this plantation. The 2020 intern will focus on the Braggtown neighborhood collection, a partnership with the Braggtown Community Association and descendant residents. With guidance from site staff, you will index and time log the existing collection of interviews with Braggtown community members. You will also train and conduct at least two interviews with residents to add to the collection. Braggtown is a historically black neighborhood in Durham which includes many Stagville descendants. Like many such neighborhoods, Braggtown now faces the threats of gentrification and displacement. The intern will also train as an interpreter to teach Stagville's history to the public.

Sample of Intern Duties:

- Index descendant interviews from the Braggtown neighborhood collection
- Transcribe selected interviews for use
- Conduct two interviews to add to collection
- Train to lead guided tours of the historic site

Learning Outcomes:

- Know how to index and time log oral history interview
- Experience transcribing oral history interviews
- Understand to conduct an oral history interview.
- Learn interpretation methods at a historic site focused on the history of enslaved people

Time Frame (flexible): May 15 – August 7. Typical work week is Tuesday through Saturday, 9-5. Schedule may include some weekend days and work hours outside of the typical 9-5 block.

Work Culture: The selected intern will be comfortable meeting new people, ready to listen closely, and have the ability to think creatively about preserving and sharing stories. Successful interns will have the ability to talk candidly and sensitively with different audiences about the difficult, emotional history of slavery.

Prerequisites: Interest and background in public history and/or African American history. Preference for:

- North Carolina background or history knowledge
- Familiarity with or knowledge of oral history practices
- Public speaking skills

Eligibility: Must be a United States citizen



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Robert Frederick Smith Summer 2020 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

Time Frame (flexible): June 1 – August 21, 2020

Work Culture: 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. The archives is

particularly geared toward teaching students about digitization with previous interns at the archives including students majoring in history, architecture, museum studies, library sciences, and archives.

Prerequisites:

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

Eligibility: Tuskegee University can accept sponsored international students as well as U.S. citizens.



Robert Frederick Smith Summer 2020 Internships

Onsite at National Museum of African American History and Culture

DIGITIZATION (2 POSITIONS)

Contribute significantly to the creation, management, and distribution of the museum's digital 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, 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
- Photograph flat objects (photographs, documents, posters, etc.)
- Manage digital assets in multiple platforms (create, edit, manage metadata, and quality control of image files)
- 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
- 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

Time Frame (flexible): June 1 – August 21, 2020

Work Culture: 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.

Prerequisites: Interest or background in African American history and cultural studies. Prior experience in digitization is not required.