



The Robert Frederick Smith Fund

Robert Frederick Smith Summer 2019 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.

Collections to be focused on in the summer of 2019 include (but are not limited to) the Apollo's posters, video (both analog and born-digital), and program booklets. In addition to helping to preserve and document the Apollo's materials, our intern will help to further integrate elements of the collection into the Apollo's programming as we enter our 85th anniversary season.

Sample of Intern Duties:

- 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
- Catalog and re-house artifacts
- Arrange collections
- Help manage data objects and collection metadata
- Research intellectual property issues related to collection materials
- Help Foundation employees identify, locate, and retrieve archival materials
- Research, refine, and contribute information to the Apollo's database of past theater events

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 (flexible): Estimated June 4 start date, but can start earlier or later as best suits the intern's schedule.

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.