



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.



The Robert Frederick Smith Fund

Robert Frederick Smith Summer 2019 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:

- Schedule and conduct interviews
- As a team, create or engage in the preparation of field notes, transcriptions, and debriefing materials
- Use NVivo and other software to facilitate linking of key concepts and relationships
- Create topical time indexes, prepare brief biographies, and still images for dissemination
- Edit images and sounds to create multimedia digital archives and further develop web pages and databases
- Consult with faculty in public history to build upon ongoing research
- Train to compile transcriptions, including appropriate coding and filing protocols
- Proofread existing transcripts for accuracy
- Code and file transcripts in archival boxes
- Use audio and video equipment and NVivo to develop web pages and databases
- Transcribe BCU Oral History Collections interviews and portfolios, ensuring release forms are in place according to best practices of the Oral History Association
- Label, organize, and shelf transcribed interviews
- Review historical data and do research necessary to corroborate or disprove spoken memories
- Reflect and make observations regarding oral history project analysis, suggesting key themes

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): Proposed May 20 – August 2, 2019

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. Digitizing and publishing multimedia on the oral history collection website is fast-paced and goal oriented.

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



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Robert Frederick Smith Summer 2019 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.

Rev. Joseph H. Jackson was a Chicago-based pastor based at Olivet Baptist Church and the longest serving President of the National Baptist Convention (NBC). Jackson advocated for a more conservative approach to civil rights that relied on compliance with the law, in opposition to the civil disobedience methods employed by Dr. Martin Luther King, Jr. During his tenure, the NBC underwent a division based on disagreements over civil rights approaches, resulting in the formation of the Progressive National Baptist Convention. The visual materials collection consists of approximately 1,180 images depicting Rev. J. H. Jackson in relation to his time as Pastor of Olivet Baptist Church (1941-1990) and President of the National Baptist Convention (1953-1982), and other activities and organizations with which he was associated.

Position Description: This internship offers the opportunity to improve access to and visibility of a significant African American and civil rights history collection by processing the Joseph H. Jackson papers and creating a set of digital products related to the collection. 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 Collections department staff as well as the Museum's Research Center and Publications departments to process, provide access to, and publicize the collection. Through the processing and digital curation aspects of this project, the intern will 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 images for digitization and create metadata
- Write blog posts
- Encode manuscript finding aid
- Create and complete Google Arts & Culture site based on the Jackson-related 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 site

Time Frame (flexible): Start date after May 21, 2019

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 2019 Internships

Offsite at Maine Historical Society

TRANSCRIPTION AND METADATA (1 POSITION)

Maine Historical Society – Portland, Maine

The Maine Historical Society preserves the heritage and history of Maine: the stories of Maine people, the traditions of Maine communities, and the record of Maine's place in a changing world. Because an understanding of the past is vital to a healthy and progressive society, we collect, care for, and exhibit historical treasures; facilitate research into family, local, state, and national history; provide education programs that make history meaningful, accessible and enjoyable; and empower others to preserve and interpret the history of their communities and our state.

MHS is participating in the Congregational Library's (Boston) Hidden History Project, aimed at digitizing unpublished Congregational church records from around New England. The Abyssinian Church and Meeting House is one of the oldest standing African-American congregational meetinghouses in the United States. The records, ca. 1828-1876, represent a vibrant 19th Cent. African-American community in Portland, ME, where the Abyssinian served as a spiritual, cultural and educational center for the local population, Abolitionist movements, and a school for area children.

Position Description: A digital history internship, the position is aimed at providing full-text access to the significant Abyssinian Meetinghouse records. The selected intern will work to transcribe nearly 400 pages of hand-written, 19th Century manuscript content; build transcription presentation PDFs (using Adobe InDesign) and build metadata to ensure discoverability. The combination of working with original materials and creating online accessibility provides an opportunity to gain traditional archival skills (collections handling, and transcription) with technical components (building metadata, digital file management and born-digital preservation standards). The finished product will appear online through the Congregational Library's Hidden Histories Project (<http://congregationallibrary.org/nehh/main>) and the Maine Memory Network (<https://mainememory.net>).

Sample of Intern Duties:

- Review digital files and evaluate compiled materials for quality control
- Transcribe manuscript content according to existing MHS transcription guidelines
- Build supporting metadata, such as rights statements, file naming, subject headings, dates, and applicable file management to ensure long term preservation
- Coordinate with staff and fellow interns to conduct research
- Coordinate with staff to interpret and highlight important content within the manuscripts
- Assist in building the online presentation through web-based cataloguing templates
- Explore opportunities to promote the collection through social media posts, blogs, MHS newsletter, or other applicable outlets

Learning Outcomes:

- Increased skills surrounding historic transcription, e.g. reading 19th Century handwriting
- Digital file management and preservation skills
- Implementing online discovery tools and access points for digital history platforms
- Project management skills
- Prioritization skills and effective management of workflow
- Interpretation skills
- Interdepartmental communications
- Establish or enhance working knowledge of Adobe InDesign
- Establish or enhance working knowledge of Dublin Core metadata standards

Time Frame (flexible): Early-mid June through early-mid August. Monday through Friday 9 a.m. to 5 p.m. A flexible schedule, within these parameters, is available, as long as internship requirements are met.

Work Culture: Interns within the Brown Library at Maine Historical Society enjoy a collaborative, yet independent work environment, surrounded by both seasoned professionals, and those new to the field. Our staff hails from varied backgrounds, including Library Science, History, Museum Studies, IT, the Humanities, and Social Sciences. MHS supports a large, active, and diverse volunteer community, and values all level of participation in preserving Maine history. The Maine Memory Network, by definition, is a consortium and relies on internal MHS staff, fellow cultural institutions, and individuals in our community. We strive to meet best-practices and excellence in preservation and access, while fostering a welcoming and collaborative environment. The dress code is business casual.

Prerequisites:

- Demonstrated interest in African American history and culture
- Superb attention to detail
- Strong computer skills
- Familiarity with handwritten documents
- Familiarity with image file types (Tiff, Jpeg, etc.)
- Experience with MAC OS and Adobe suite preferred
- Preference given to candidates familiar with Portland, Maine and/or the Congregational tradition



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Offsite at Senator John Heinz History Center

DIGITAL PROCESSING (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. As a member of the African American Programs department, the selected intern will contribute to the migration of African American archival collections to a digital platform that will include posting on the History Center and Historic Pittsburgh websites, and help maintain and create a new web page for African American collections.

Sample of Intern Duties:

- Process, access, and record existing and new archival collections that reflect the history and culture of African Americans
- Train to use the digital scanning and computer aided platform to process, catalog, and make collections accessible online
- Digitize archival collections and create an interface between archival and museum collections
- Utilize digital, photographic, and historical research skills in processing
- Work with archivist on acquisitions and developing collection leads
- Work with marketing and communications in creating and maintaining collections pages on website and social media outlets

Learning Outcomes:

- Current techniques of digital archiving and processing including the proper handling of museum and archival collections
- New or increased familiarity with collection preservation and processing techniques that govern the preservation and exhibition of collections
- Learn to research and interpret ephemera and material culture
- Expand knowledge on the development and use of virtual sites to promote the access and understanding of archival collections and scholarship
- 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, archivists, librarians, educators, editors, and fundraisers

Time Frame (flexible): Late May – Early August

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. An understanding of object and archival handling is not required but is a plus.



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Offsite at Stagville State Historic Site

ORAL HISTORY AND DIGITIZATION (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 teaching and sharing the history of the thousands of people who experienced slavery on this property. 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 its work. Immerse yourself in the day-to-day operations of a small public history site dedicated to community African-American history. Work will focus on preserving and expanding the oral history archive at Stagville, to build the body of knowledge about the families who are descended from enslaved people from this plantation. With guidance from site staff and from documentary artist Phyllis Dooney, help transcribe, index, research, and prepare for oral histories with descendants. A candidate with a strong background in oral history may be able to conduct interviews as well. Interns will also train as interpreters to teach Stagville's history to the public.

Sample of Intern Duties:

- Transcribe descendant interviews
- Create finding aids for existing oral histories
- Identify oral history material for a future temporary exhibit at Stagville
- Research museum practices for adding audio in exhibits
- Update existing genealogy database to reconcile with new research
- Shadow experienced interviewer during visit with descendant and recording
- Train in how Stagville interprets the lives of enslaved people

Learning Outcomes:

- Know how to write a finding aid, transcribe, and prepare for oral history interviews
- Learn how to be an interpreter at a historic site focused on the lives and work of enslaved people
- Understand how to maintain and use an archive for oral history audio, transcripts, and photographs at a small historic site

Time Frame (flexible): May 15 – August 7. Typical work week is Tuesday through Saturday, requiring occasional work outside typical Tue-Sat, 9-5 schedule

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 African American history and culture studies. Preference for Durham or North Carolina background or history knowledge. Preference for prior experience with interviews, audio recording, oral history work, or with public speaking.

Eligibility: Must be a United States citizen

Stagville State Historic Site Summer 2019 Position