



The Robert Frederick Smith Fund

## Robert Frederick Smith Summer 2019 Internships

### Onsite at NMAAHC

#### COMMUNITY CURATION (1 POSITION)

Funded by the Robert F. Smith Fund at the National Museum of African American History and Culture, the Community Curation Project (CCP) provides digitization services to individuals and institutions throughout the United States. Participants register to have their family items or organizational records digitized during a two-week long period in a particular region or city. Attendees are able to process photographs, manuscript material, archives, VHS tapes, audio cassettes, and film. The CCP is a service of preservation and access to collections representing African American history around the country. The intern will be expected to travel to and work at the CCP event during the Association of African American Museums (AAAM) conference August 7-10, 2019 at Jackson State University, and the CCP in Chicago, August 19-30, 2019. All expenses will be paid.

**Position Description:** The intern selected for the CCP will be an integral part of an exciting public outreach and institutional relationship-building project that travels throughout the country. With the opportunity to become immersed in African American history and culture at the local and national level, the CCP intern will work extensively with curators, publicists, digital specialists, professors, and historians to create and promote a dynamic program preserving history and connecting the Museum with the nationwide audience.

#### Sample of Intern Duties:

- Research and review collections housed at CCP sites selected for digitization
- Collaborate with curators and local planning groups to develop engaging public programs during the CCP events
- Maintain email and telephone correspondence with CCP collaborators about the upcoming CCP in Chicago and/or other sites
- Collaborate with NMAAHC Office of Public Relations regarding CCP marketing, tracking social media impact, drafting press releases, and proposing additional advertisement strategies
- Organize local media events during CCPs
- Represent the Museum through managing email and other correspondence with CCP clients during CCP events
- Interact with members of the community in CCP cities who have registered for digitizing appointments
- Attend CCP meetings in Jackson, MS and Chicago
- Attend at least one week of the Community Curation events in Jackson, MS and Chicago in August 2019

#### Learning Outcomes:

- Professional collaboration and communication skills
- Project management and prioritization skills
- Development and management of public programs for museums and cultural centers
- Writing skills related to public affairs
- Learn regional histories of African American culture
- Digital imaging and content management skills
- Digital asset management skills
- Working knowledge of Microsoft Office software products
- Learn social media strategies

**Time Frame (flexible):** June 3 – August 10, 2019. Timing may be adjusted to accommodate CCP event later in August.

Community Curation at the National Museum of African American History and Culture  
Summer 2019 Position

**Work Culture:** The work culture will be fast-paced and include a reasonable amount of travel. The intern will need to work collaboratively with other departments at the Museum, including the Office of Public Affairs and Office Curatorial Affairs. The intern will need to know that he/she will enter political environments in other regions and cities, and will need to learn how to manage those situations. 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.