



The Robert Frederick Smith Fund

## Robert Frederick Smith Summer 2020 Internships

### **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.