



The Robert Frederick Smith Fund

Robert Frederick Smith Fund Fall 2018 Internships

Onsite at NMAAHC

PUBLICATIONS AND DIGITAL IMAGING

Learn about the Museum's collection through research, editing, and review of online and print publications while also working with photographers to understand how a museum photography studio functions in order to provide high-quality images of collection objects for publication-related projects. The selected intern will learn about and participate in all aspects of the museum publishing process for both print books and online features.

Sample of Intern Duties:

- Train to use TMS (The Museum System) collection information system database
- Research, edit, and review online and print publications
- Work with photographers and digital imaging specialists to learn basic photography studio operations
- Create bibliographical records for online and print publications
- Attend meetings with publications staff, curators, and outside publishers
- Additional duties include the possibility of writing a collections story or blog post, assisting with large-scale digitization projects, or other tasks

Learning Outcomes:

- Develop a working knowledge of how to use TMS (The Museum System) collection information system database
- Understand how digital assets are created and utilized in various online and print platforms
- Expand knowledge of African American history and culture by discovering, researching, and selecting objects from the Museum's collection to feature in various publications
- Gain an understanding of the museum publishing process
- Develop digital asset management skills
- Participate as a member of a team

Time Frame (flexible): Mid-September start date

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 be able to work well in a fast-paced environment in both group settings and on his or her own.

Prerequisites: A demonstrated knowledge of African American history and/or culture and attention to detail is preferred.