



Robert Frederick Smith Fund Summer 2018 Internships

Onsite at NMAAHC

The Robert Frederick Smith Fund

DIGITIZATION

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 computer systems. 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 comprehensive project 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
- Re-house objects as needed
- Photograph objects
- Manage digital assets in multiple platforms
- Attend team meetings
- 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): early June start date

Prerequisites: Interest or background in African American history and cultural studies. Prior experience in digitization is not required.