



The Robert Frederick Smith Fund

## Robert Frederick Smith Summer 2019 Internships

### 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.