



The Robert Frederick Smith Fund

Robert Frederick Smith Summer 2020 Internships

Offsite at Senator John Heinz History Center

DIGITAL PROCESSING, WESTERN PENNSYLVANIA SPORTS MUSEUM (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. The 2020 intern will focus his/her work on the African American Collections of the Western Pennsylvania Sports Museum (WPSM), one of the museum facilities among the Western Pennsylvania Historical Society family of museums that includes the History Center Museum, Detre Library & Archives, Meadowcroft Historic Village and Rock Shelter, and the Fort Pitt Museum. The intern will learn to use the TMS catalog for museum collection management, research in the archives, and produce digital platforms for the WPSM featuring African American sports collections as well as update the WPSM webpage.

The intern will join a museum division staff of 18 including the Vice President for Museum Administration; Director of Curatorial Division/Chief Historian/Director of the Western Pennsylvania Sports Museum; Design Director - Exhibits and Creative Services; Collections Manager; Registrar, and Director of African American Programs; curators, associates, and exhibits team. The Marketing/Communications division has a full-time staff of four that includes the Director of Marketing and Communications; Senior Digital Marketing Manager; Communications Coordinator; and Graphic Designer. The intern will have occasion to receive training from a wide variety of staff across two different divisions of the organization.

Sample of Intern Duties:

- Review the catalog for existing and new museum and archival collections that reflect the history and culture of African Americans in sport
- Train for digital and graphic design skills and techniques that reflect the mission and outlook of the History Center that is consistent with standing digital platforms using Wordpress software.
- Digitize and create metadata for Museum collections and help to illustrate the depth of the History Center's African American collections
- Utilize digital, photograph, and historical research skills

Learning Outcomes:

- Current techniques of research, historic writing, digitization, online and social media design, and collection cataloging tutorial.
- Gain familiarity with museum collection management and cataloging techniques that govern the preservation, presentation, and exhibition of three-dimensional objects
- Learn how to use and develop digital products that will help publicize and make accessible museum collections
- 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, collection managers, marketing and digital professionals, educators, archivists, and librarians

Time Frame (flexible): May 26 – August 8, 2020

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.