

## **Photographic Objects Archival Intern Job Description**

**Department:** Harold McCracken Research Library

**Intern Title:** Photographic Objects Archival Intern

**Overview:** This internship introduces the student to the challenge of inventorying, digitizing, and managing historical photographs in a museum setting. The project consists of inventorying the photographic archival collections stored in the McCracken Research Library vaults. The intern will be responsible for determining to what extent those items have been inventoried, digitized, cataloged, or described, and will work in the existing working inventory database with items still in need of digitization, description, and uploading to the digital collections management system CONTENTdm. The intern may also be responsible for determining the condition of items in need of conservation.

**Level of responsibility:** Reports to Archivist

### **Specific duties and responsibilities:**

- Inventory photographic prints, negatives, and slides archived in the McCracken Research Library.
- Assign numbers to individual images.
- Re-house items currently without housing, or improperly housed.
- Compare inventory to items currently cataloged and uploaded to Digital Collections.
- Report what photographic images are still in need of digitization, cataloging, etc.
- Digitize images of various formats to standards using digital scanning equipment.

**Qualifications:** The qualified intern should show an ability to work collaboratively, ask questions, and at times work independently and to attend to the details of the project. Good organizational skills and some technical ability are also important to the position. Prefer a student with an interest in history, library science, photography, or museum studies. Preference given to students with previous experience in archival processing and digitization.