

## **Digital Records Management Intern Job Description**

**Department:** McCracken Research Library

**Internship Title:** Digital Records Management Intern (2018)

**Overview:** This internship introduces the student to the challenge of managing long-term business records in a museum setting. The project consists of digitizing the departmental and institutional records currently housed by the McCracken Research Library at the Buffalo Bill Center of the West. This collection includes various formats including magnetic tapes, floppy discs, hard drives, papers of various dimensions, and photographic slides, negatives, and prints. All related collections housed in the McCracken Research Library vaults will be available for reference.

The intern will be responsible for digitizing the current records in situ, and creating and adding to a working inventory in conjunction with the Archivist. The intern will digitize the materials using several digital scanners, and assessing the need for video and audio players, as well as floppy disc readers. The digital versions will be made available to staff via CONTENTdm software. There will be some broad-based metadata creation to describe the materials. The intern will also be responsible for identifying and logging items in need of conservation.

**Level of Responsibility:** Reports to Archivist

### **Specific Duties and Responsibilities:**

- Inventory materials for past and present records of the Buffalo Bill Museum, Buffalo Bill Historical Center, and Buffalo Bill Center of the West in Cody, Wyoming, and its subsidiary departments. Identify duplication of materials for potential consolidation at a later date.
- Digitize materials as currently stored using optical scanners. Identify need for different readers and players for video and audio cassette, tape players, and floppy and hard disc readers.
- Arrange digital scans according to their current physical location. Discuss potential rearrangement to be determined by intern, Archivist, and Administrative and Compliance Manager.
- Flag items in consideration for disposal. Communicate with department heads and archivist about what needs for retention exist.
- Re-house items currently without housing (if being retained).
- Report what materials are still in need of digitization, cataloging, etc. at end of internship period.

*(Continued)*

**Qualifications:**

- The qualified intern should show a willingness to learn, communicate, collaborate, an ability to 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, or museum studies pursuing their bachelor's or master's degree.
- Previous records management or archival experience preferred.