

Collections Intern Photographic Archives



Description:

The Field House Museum strives to provide innovative learning opportunities to students of diverse backgrounds and areas of study interested in working with a multidisciplinary museum that puts visitors and the community at the center of our work. The Summer Internship may be full- or part-time with a minimum of 16 hours/week, depending on the intern's and the museum's needs and schedule. The anticipated length of this internship is 10 - 12 weeks but it can be flexible.

The Photographic Archives Intern will support the research, documentation, conservation, and housing of the Field House Museum's photographic collection. Experience with PastPerfect software is preferred. Applicants should have the ability to work independently and excellent written communication skills.

Responsibilities:

Under the close supervision of the Executive Director with the assistance of the Registrar, the intern will ensure the Field House Museum's Photographic Collection is properly housed and stored in PastPerfect. Responsibilities include:

- Assess the storage of the photographic collection and address any issues
- Input all known data into PastPerfect
- Assess any duplications and correct information in PastPerfect
- Create high-resolution digital images of the photographic collection
- Properly rehouse the photographic collection
- Conduct research on photograph conservation and disaster mitigation best practices

Educational Objectives:

- Learn about the care and housing of photographic collections
- Team roles and responsibilities
- Learn PastPerfect Museum Software
- Become proficient in photo scanning and editing software
- Familiarity with artifact records documentation

