

Seattle Art Museum Unpaid Internship Description

Title: Controlled Vocabularies Intern

Department/Location: Bullitt Library, Seattle Art Museum

Staff Mentor: Librarian

Overview and Learning Objectives: Assist library staff in the development and creation of controlled vocabularies related to SAM's Historic Media Collection. The Historic Media Collection is contained in and managed by SAM's Dorothy Stimson Bullitt Library, and is home to a rich body of archival material documenting key moments in the history of the museum, Seattle, and the Pacific Northwest. The collection numbers over 4,000 audio and video materials spanning the 1930s through today. The intern will create controlled vocabularies of proper names and subjects associated with items in DVD format included in this collection (approximately 1,000 items) in preparation for future digitization, preservation, and access work.

Intern Tasks:

- Become familiar with constituent names and terminology used in SAM systems.
- Understand and implement thesaurus/taxonomy construction software (TBD).
- Assess terms and relationships of terms for roughly 1,000 videos in DVD format.
- Define vocabulary classes and class hierarchy.
- Assign terms to items in the DVD format collection.
- Promote collection with blog entry on SAM website at conclusion of internship.
- Expected time commitment: minimum of five hours per week or consistent with university requirements for course credit, for at least one university quarter or semester (can be extended), scheduled within Monday-Friday 10am-4pm office hours.

Qualifications:

- Completed coursework in Information Organization or Knowledge Management.
- Experience with thesaurus/taxonomy construction software a plus.
- Ability to analyze data and synthesize best practices.
- Ability to understand and consistently implement standards.
- Extreme attention to detail and excellent organizational skills.
- Background in or knowledge of art history and its terminology is a plus.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds.

Education:

- Currently or recently enrolled in a MLIS or MSIM program or related field.

APPLICATION PROCESS:

Submit via mail or email

- Letter of interest
- Resume
- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Two letters of recommendation

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: internships@seattleartmuseum.org