

Seattle Art Museum Unpaid Internship Description

Title: Digital Collections Intern

Department/Location: Bullitt Library, Seattle Art Museum

Staff Mentor: Librarian

Overview and Learning Objectives: Assist library staff in the development and creation of a digital collection. The intern will perform an environmental scan on digital collections that are similar in theme or subject matter to the collection we plan to undertake and make recommendations for best practices. The intern will scan, research, and provide metadata on each digital asset and, following prescribed copyright protocols, help determine permissions and fair use status for works in the collection. The intern will work with library staff to upload and present this collection in the JSTOR Forum platform, and, dependent on time, the Library's Omeka.net site. At the project's end, the intern is offered the opportunity to create a blog post publicizing the collection. Potential collections include: important serial exhibition brochures related to Northwest artists, travel photography collections, and more.

Intern Tasks:

- Research and analyze similar digital collections at other institutions and make recommendations for best practices (useful terms, organization, etc.)
- Scan photographs and/or documents and make minor edits.
- Research and provide metadata on digital assets.
- Conduct copyright/permissions protocols on items on digital assets and, with the assistance of the Librarian, make determinations about fair use.
- Work with library staff to make collection accessible online through the JSTOR Forum platform, and, if time allows, Omeka.net.
- 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:

- Ability to analyze data and synthesize best practices.
- Ability to understand and consistently implement standards (metadata, cataloguing, etc.)
- Ability to use a scanner and, if applicable, use a camera to photograph fragile works.
- Proficiency with Adobe products, particularly Photoshop and Acrobat Professional.
- Excellent research skills.
- Extreme attention to detail and excellent organizational skills.
- 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