

The Air Zoo

Position Title: Digitalization Intern

Supervisor: Collections and Exhibits Coordinator

Position Objectives: Internships at the Air Zoo are unpaid positions with the minimum requirement of 120 hours. It is preferred that an intern maintain a specific schedule for at least 8-12 weeks while enrolled in a degree granting program (undergraduate, graduate level or PhD at the same time of the internship).

Responsibilities

1. Responsible for researching, describing and digitizing photographic collections
2. Includes processing, rehousing, inventorying, creating finding aids, cataloguing photographs, and scanning images
3. Upload historical photographs to PastPerfect5
4. Organize and label materials
5. Create collection on the museum's PastPerfect5
6. Keep up cleanliness of the photo archive area
7. Other duties that may apply

Requirements

1. Attendance, must be accountable for yourself
2. The completion of accurate and complete catalog records, while proper handling of artifacts
3. Excellent organization verbal and written communication
4. Proficient computer skills
5. Ability to work independently or as part of a team
6. Ability to work on multiple tasks at one time
7. Detail oriented

Qualifications

1. A resume with the following information: current major, classes completed relating to the museum studies program, and which degree will be achieved
2. Three references, two of which are professional
3. Recent school transcript
4. Letter of reference
5. Volunteer application

Deadlines

Internship starting for fall semester- July 15, 2017

Internship starting for winter/spring semester- October 31, 2017

** Internships are filled as we get applications. Do not wait to get your application in. **

Incumbent

Date

Supervisor

Date

Volunteer Manager

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.