



## COLLECTIONS DIGITIZATION INTERN

### Summary

The Florida Keys History & Discovery Foundation, Inc. (FKHDF) is proud to offer a Collection Digitization Intensive for Summer 2022. The FKHDF is seeking summer interns to help increase the accessibility of Museum and Library collections through digitization. This is a great opportunity for graduate students or recent MA/PhD graduates to gain hands-on technical experience and help improve collection accessibility.

Collection digitization interns will receive housing, a stipend (a minimum of \$1,000) for four (4) weeks of work and a year-long membership to the Florida Keys History & Discovery Center (FKHDC).

### Essential Functions

Working closely with the Curator, as well as other members of the Museum, interns will scan images, record metadata, research, and help publish collections to the FKHDC's Digital Collections portal. Interns will receive hands-on experience with scanning, gain a practical understanding of metadata standards and best practices in digital collections, along with experience in museum collection management.

Interns will digitize and research historic documents, photographs, and objects in FKHDC's onsite storage areas. The interns will scan and document items, edit images, create both master digital files (TIFFs) and access and reference files (JPEGs), and will confirm descriptive metadata for the collections database. In addition, the interns will perform object and provenance research as needed. Interns will also write one story for publication on the FKHDC website, [www.keysdiscovery.com](http://www.keysdiscovery.com).

Each internship session will last for four weeks this summer, June 12-July 8 (off 7/4), and July 11-August 5, 2022. Applicants are welcome to apply to more than one session. Please be aware that this internship is full-time, five days per week, 9 am to 5 pm (unless otherwise arranged with the supervisor). Benefits include housing (private room and bath, common living space) and a stipend (a minimum of \$1,000 each). Transportation to and from the museum will be provided each day. Housing amenities include access to a pool and gym.

### Responsibilities

Scan photographs and other archival material in accordance with professional standards and using a flatbed scanner

Handle rare and fragile material



Create quality metadata for digitization that conforms to professional museum collection management standards and schemas

Assist with the maintenance of storage systems, monitoring of environmental conditions, and appropriately secures the collection to ensure the physical welfare of the collections and associated records.

Consult internal and external resources to generate metadata for newly digitized items

Conduct research to verify, enhance, and update legacy metadata

Utilize controlled vocabularies, including Library of Congress name authority files and subject headings

## **Qualifications**

Enrolled as a graduate student, pursuing a graduate degree in information studies, history, public history, or a related program, or a recent graduate from such a program

Ability to perform repetitive tasks (scanning)

Photography experience is a plus ability to handle documents with care

Effective communication, organizational, and interpersonal skills

Close attention to detail

Proficient with technology and able to learn new systems and software

Flexible and able to work with minimal supervision

Selected interns will undergo a background check

## **Education and Work Experience**

Graduate students or recent graduate specializing in museum studies, visual art, art history, history, science, and graphic design related disciplines

## **Skills and Attributes**

Interest in collections management, digitization, and historic preservation

Strong organizational skills, especially to track individual files and their status

Proficiency with Microsoft Office Suite



Strong time management skills to adhere to a schedule

Ability to accurately manage files/digital assets and tasks through verbal and written instructions

A commitment to an inclusive, welcoming, and respectful environment for visitors, volunteers, and employees of diverse backgrounds and needs

Strong verbal communication skills to ask questions and to seek support from colleagues or a supervisor

### **Work Environment/Physical Demands**

Most of the work is done in an office setting, involving interaction with museum colleagues, work with a computer and photography equipment, and proper handling of historic objects. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.

### **About the FKHDF**

The Florida Keys History & Discovery Foundation is a 501(c)3 nonprofit organization that operates the Florida Keys History & Discovery Center. FKHDF collects, preserves, and interprets the history, art, and culture of the Florida Keys. By exploring multiple perspectives and sharing community stories through the lens of the Florida Keys, FKHDF inspires critical thinking, creativity, and community.

### **Equal Opportunity Employer**

FKHDF is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. FKHDF welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

FKHDF is an equal opportunity employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, national origin, gender, sexual orientation, marital status, age, veteran status, disability, or an employee's or employee's family member's genetic information.

### **To Apply**

Please email a cover letter, CV, and three professional/academic references to [info@keysdiscovery.com](mailto:info@keysdiscovery.com), using the subject line: Digitization Internship. Incomplete applications may not be considered.