

BLANTON MUSEUM OF ART INTERSHIP PROGRAM, SUMMER 2017

POSITION: Digitization Intern

DEPARTMENT: Collections & Exhibitions

REPORTS TO: Shelby Lakins, Collections & Exhibitions Assistant

HOURS: 10-15 hr/wk

RESPONSIBILITY:

Assist the Collections and Exhibitions Assistant with scanning and filing our collection's physical files for the purpose of increased accessibility and information preservation. The position will require independent work and will report to the Coll. & Exh. Assistant. The intern must be capable of adhering to strict guidelines as established in training.

REQUIREMENTS:

- Interest in working in collections and archives management, or related library science field
- Able to work independently
- Detail-oriented and organized
- No prior experience is required

DUTIES:

- Scan documents
- Name and organize files according to specific guidelines
- Record metadata and scanning progress
- Re-file scanned documents
- Other administrative tasks as required

TO APPLY, PLEASE SEND:

- Résumé and two references
- Cover letter addressing your interest in the position. If applying for other internships, please include order of preference.

Submit via email in PDF format only (please no doc files) to internships@blantonmuseum.org by XXX, 2017.