

Internships in Visual Resources and Image Management

List of Host Institutions. Updated July 3, 2014.

California

Institution: Occidental College
Contact person: Ryan Brubacher
Address: 1600 Campus Road, Los Angeles, CA, 90041
Telephone: 323-259-2714
Email: rbrubacher@oxy.edu
URL: <http://www.oxy.edu>

Brief description of internship: Internship in the Visual Resources Center under the supervision of the Senior Research and Instruction Support Consultant for the Arts and Humanities: Intern will have the opportunity to observe and engage with everyday projects in the Visual Resources Center, including fulfilling image requests for teaching needs, analyzing and executing digitization priorities and projects, assessing data improvement needs and implementing projects to achieve specific goals, supervising and training student workers, working with faculty on instruction and assignment consultations, research and reference work related to images, attending relevant library-wide meetings and other working groups seeking VR expertise. Intern will have the opportunity to design and implement their own project related to the Visual Resources Center.

Institution: University of California, Santa Barbara
Contact Person: Jackie Spafford, Image Resources Curator
Address: Image Resource Center, History of Art and Architecture Department, UCSB, Santa Barbara, 93106-7080
Telephone: 805-893-2509
Email Address: spafford@hfa.ucsb.edu

Brief description of internship:

The Image Resource Center at UCSB seeks a visual resources intern to work on processing collections of 35mm slides. The IRC has two large donated collections which have been sorted and given finding aids, but which need to be further inspected and sorted, and catalogued at the item level. The slides were taken in the 1960s and 1970s and depict both documented/professional and vernacular architecture, landscape architecture, and public art; the locations cover most of the US, and many sites across Europe, the Middle East, and parts of Asia. Cataloguing will require research using a number of online resources to expand on the available documentation. The images (post-digitization) and records will be available through several online image resources (UCSB's instance of MDID and/or ARTstor's Shared Shelf, and/or SAHARA) to be used for teaching and research.

The intern will:

- Research, catalog and edit image contributions using Excel spreadsheets or the Shared Shelf cataloging tool
 - Conduct and/or oversee digitization of 35mm slides in accordance with current digitizing standards
 - Perform quality control on digitized images using Photoshop
 - The intern will work under the supervision of the IRC Curator and Assistant Curator
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Institution: Sonoma State University

Contact person: Karen Kessel

Address: Art and Art History Dept, 1801 East Cotati Ave, Rohnert Park, CA 94928

Telephone: 707-664-2145

Email: Karen.Kessel@sonoma.edu

URL: <http://sonoma.edu/art/vrcollection/index.html>

Brief description of internship:

Catalog, scan, and edit slides in the areas of Asian art, make derivative copies, and upload to ARTStor Shared Shelf for distribution. Make local backup copies and prepare slides for long-term storage. Learn how to use appropriate cataloging and image editing tools and best collections management practices.

Colorado

Institution: Colorado State University, Department of Art and Art History

Contact Person: Anna Bernhard, Director

Address: 1770 Campus Delivery, Colorado State University, Fort Collins, CO 80523

Telephone: 970.491.6908

Email: anna.bernhard@colostate.edu

URL: <http://wold.colostate.edu/>

Brief description of internship: Using the CSU slide archive as a case study, this internship will provide participants with experience in collection and information management. The cornerstone of museum and heritage work, the role of collection management has only expanded during the digital age. The objective of this internship is to provide students with professional skills that will help prepare them for a career in the art and design world.

Upon completion of the internships students will be familiar with:

- The role of collection and information management within the art world
- The need for evaluation, community studies, and management of user expectations
- Concepts of budget, planning, and workflow management
- The creation of collection development policies (statement of purpose, definition and scope, deaccessioning and disposal, copyright policies, local cataloging standards, etc.)
- Cataloging and digitization procedures
- Digital outreach and curation

The intern will work under the supervision of the Wold Director and have opportunities to supervise undergraduate students.

District of Columbia

Institution: National Gallery of Art, Washington, DC

Contact Person: Gregory P. J. Most, Chief, Department of Image Collections

Address: 2000-B South Club Drive, Landover, MD 20785

Telephone: (202) 842-6100

Email: g-most@nga.gov

URL: <http://www.nga.gov/content/ngaweb/research/library/imagecollections.html>

Brief description of internship: The intern will assist with cataloging, inventorying, and digitizing the National Gallery of Art Library's collection of rare photographs of works of art and architecture, reproductive prints, or participate in a digital project on some aspect of the collection. They will be exposed to all aspects of visual resources management in the setting of a major museum and research institution. The photographs, both individual and mounted in albums, date from the mid 19th century to early 20th century and represent all areas of Western Art. The reproductive prints date from the 18th- early 20th century and reproduce works of art. Current graduate students in information/library science with a graduate or undergraduate degree in European or American art history (fifteenth to twentieth-century) are eligible to apply. Reading knowledge of at least one European language is highly desirable. Candidates should also have understanding of photographic processes and familiarity with museum registration or archives procedures and methods.

Institution: Hillwood Estate, Museum and Gardens

Contact Person: Jaime McCurry

Address: 3220 Connecticut Ave, NW #108, Washington DC 20008

Telephone: 202-243-3969

Email address: jmccurry@hillwoodmuseum.org

URL: <http://www.hillwoodmuseum.org>

Brief description of internship: This internship will be in the Visual Resources Department at Hillwood Museum. The intern will work directly with the Visual Resources Associate, and will assist in the management of Hillwood's digital image collection. Hillwood has recently acquired a new Digital Asset Management System, and the intern will work towards assigning accurate and extensive metadata to the images in the DAMS, and assisting Hillwood staff in using the image database properly. The intern will also assist the Visual Resources Associate in digitizing the museum's collection through photography (and processing of photography in Photoshop), scanning, and making these images available on the DAMS and to the public.

Institution: Image Collections and Fieldwork Archives, Dumbarton Oaks Research Library and Collection

Contact person: Shalimar Fojas White, ICFA Manager

Address: 1703 32nd Street, NW, Washington, DC 20007

Telephone: 202-339-6972
Email: WhiteS@doaks.org
URL: <http://www.doaks.org/icfa>

Brief description of internship:

ICFA's holdings include both visual resources and archival collections. The photographic collections comprise nearly 500,000 images of Byzantine art, architecture, and archaeology from the fourth through the fifteenth century. The archival collections comprise fieldwork records and papers produced by organizations and individual scholars and archaeologists, most of which relate directly to the photographic collections. As a blended repository, ICFA must address the challenges of physical and intellectual control of both documents and images. This provides a unique opportunity for an intern to engage with both the archival and VR communities and their practices.

In February 2014, ICFA launched a new collection management system, AtoM@DO: <http://atom.doaks.org/>. The intern will assist with the migration and conversion of metadata from a legacy database in preparation for import into the new system. This will involve the following tasks:

- Working with exported CSV files to identify and describe datasets for import into AtoM@DO as discrete collections
- Performing quality control following import and creating relationships between image catalog records and existing archival descriptions in AtoM@DO
- Creating MARC-based collection-level records for contribution to Harvard's union catalog (HOLLIS)
- Generating and reviewing XML exports for contribution to Harvard's online visual image access and finding aid catalogs

In so doing, the student will learn how different standards are employed in this process and in the management of archival documents and images. Relevant content and encoding standards include:

- VRA Core
- MACHine-Readable Cataloging (MARC)
- Cataloging Cultural Objects (CCO)
- Encoded Archival Description (EAD)
- Describing Archives: A Content Standard (DACS)
- General International Standard for Archival Description (ISAD-G)
- International Standard Archival Authority Record For Corporate Bodies, Persons and Families (ISAAR (CPF))

The ideal candidate is pursuing a graduate degree in Library and Information Science or Archival Studies, and has the following characteristics:

Knowledge of:

- Cataloging and/or metadata in archival, library or museum setting
- Creating and/or working with XML documents
- Relational databases

Interest in:

- Archival and/or visual resource collections
- Byzantine art, architecture, or archaeology
- Information management and structured data

Illinois

Institution: University of Chicago, Visual Resources Center

Contact Person: Bridget Madden

Address: 5540 South Greenwood Avenue, Chicago IL 60637

Telephone: 773-702-0261

Email Address: bridgetm@uchicago.edu

URL: <http://arthistory.uchicago.edu/vrc>

Brief description of internship:

An internship in the Visual Resources Center in the Department of Art History at the University of Chicago will expose students to the management of digital image collections, from content creation to pedagogical application. The internship may be adjusted to suit the interests of the successful applicant.

Possible internship projects may include:

- **Assessment:** develop tools such to garner user feedback
- **Cataloging:** create authoritative metadata for VRC collections using VRA
- Core 4.0 and CCO
- **Collection development:** identify gaps in collection and possible resources for inclusion
- **Digital projects:** contribute to the creation of high-quality digital images
- **Instruction:** author web-based tutorials for VRC resources
- **Marketing and outreach:** update and enhance VRC marketing materials and website
- **Technology:** research and implement technology enhancements in the VRC and art history department.

Institution: Society of Architectural Historians

Contact Person: Pauline Saliga, Executive Director

Address: 1365 N. Astor St., Chicago Il 60610

Telephone: 312.573.1365

Email Address: PSaliga@sah.org

URL: <http://www.sah.org/publications-and-research/sahara>

Brief description of internship:

The Society of Architectural Historians seeks a visual resources intern to work on the SAHARA project (SAH Architecture Resources Archive), a digital image archive developed by the SAH in collaboration with ARTstor. SAHARA currently contains more than 47,000 images of architecture, architectural sculpture and landscape architecture that have been contributed by SAH members--

architects, scholars, photographers, graduate students, preservationists and others who share an interest in the built world.

The internship will involve processing contributions to SAHARA, both digital and analog. The intern will:

- catalog and edit image contributions using the Shared Shelf cataloging tool, following the cataloging standards set up for SAHARA content
- conduct and/or oversee digitization of 35mm slides in accordance with current SAHARA standards
- perform quality control on digitized image contributions to SAHARA using Photoshop and other image editing tools
- assist with the receipt, assessment, processing and digitization of incoming architectural slide collections from members and institutions.
- The intern will work under the supervision of the SAH Executive Director and in coordination with the SAHARA Co-Editors.

Massachusetts

Institution: University of Massachusetts Boston

Contact person: Louise Putnam, Visual Resources Manager

Address: Visual Resources Collection, Art Department, UMass Boston, 100 Morrissey Blvd, Boston MA 02125

Telephone: 617-287-5750

Email: louise.putnam@umb.edu

Brief description of internship:

We are looking for an intern with a background and interest in Architectural History for a significant project to capture content from a legacy slide collection of a soon-to-be retired faculty member. The successful applicant will become an integral part of a team of faculty, staff, and undergraduate students for the duration of their internship. The detailed job description will mature with time as the intern becomes more knowledgeable and adept, but primary responsibilities will include:

- reviewing slide selections with faculty member and Visual Resources Manager;
- determining uniqueness by checking availability of the digital image from other image repositories available to the public;
- assigning accession numbers to selected slides and overseeing their scanning;
- overseeing and reviewing color correction of scans;
- cataloguing of slides into Shared Shelf for final approval by faculty member;
- training undergraduate VRC staff in the basics of cataloguing architectural heritage images; and
- overseeing final publication of images to Shared Shelf, SAHARA, and Shared Shelf Commons.

Training will be provided for all technical skills required for the job, including the best practices for handling archival objects. Potential candidates should, however, be able to demonstrate familiarity with the basics of architectural history and the vocabulary associated with it. Knowledge of cataloguing such objects is preferred as is foreign language proficiency, with German and French being primary. Knowledge of Dutch would be highly prized!

The successful candidate will complete the internship with the skills necessary to catalogue images of complex architectural sites as well as the ability to effectively communicate their knowledge to others. They will learn the particulars of data migration and adaptation needed to publish digital assets out to a multiplicity of sites. They will learn best collections management practices, have the satisfaction of seeing images through such a workflow from start to finish, and the ability to work as an important part of a team.

Michigan

Institution: Visual Resources Collections, Department of the History of Art, University of Michigan

Contact person: Molly Schoen

Address: 40 Tappan Hall, 855 South University Avenue, Ann Arbor MI 48109

Email: vrum@umich.edu or schoenm@umich.edu

URL: <http://www.lsa.umich.edu/histartvrc>

Brief description of internship:

The internship will be focused in one or more of the following areas, depending on the student's skills and interests: image cataloging, creation of finding aids, research, scanning, or preservation. Potential interns are also welcome to design their own projects. The Visual Resources Collections is comprised of over 500,000 print and digital images, supporting the needs of UM faculty and students. While the VRC holds images from all geographical areas and time periods of art history, the majority of the collections are focused in Asian and Middle Eastern art.

New York

Institution: Institute of Fine Arts, New York University (IFA/NYU)

Contact person: Jenni Rodda, Manager, Digital Media Services and Image Archive

Address: James B. Duke House, 1 East 78th Street, New York, NY 10075

Telephone: 212-992-5872

E-mail: jenni.rodde@nyu.edu

URL: <http://www.nyu.edu/gsas/dept/fineart/research/digital.htm>

Brief description of duties: This internship concerns the transition from analog to digital image media, and the development of descriptive metadata. The intern will learn to select appropriate images from the Institute's extensive collection of lantern slides for scanning and upload into our Shared Shelf/Artstor database partition. The intern will also research selected images, and create appropriate metadata using IFA's existing template. By the end of the period, the intern will have learned: 1) how to "read" a lantern slide for quality and unique characteristics; 2) how to prepare glass transparencies for scanning; 3) how to use Shared Shelf, in the iteration in use at IFA. If the intern is interested, there is also the possibility of learning how to scan lantern slides to spec, and how to edit the resulting scans. This opportunity is available at any time during the 2014-2015 academic year, including summer.

Institution name: American Museum of Natural History, Research Library

Contact person: Stacy Schiff, Visual Resources Librarian

Address: Department of Library Services

American Museum of Natural History

Central Park West at 79th St.

New York, NY 10024-5192

Telephone: (212) 769-5420 (special collections)

Email: sschiff@amnh.org

URL: <http://images.library.amnh.org/digital/> or <http://www.amnh.org/our-research/research-library>

Brief description of internship: Interns will work with the Visual Resources Librarian and fellow MLS students to catalog images in an Omeka image database in the Museum Research Library's Digital Special Collections. Images cover many aspects of the natural sciences including AMNH expeditions, specimens, and collections, including cultural anthropology and ethnological study. Interns will learn about the Omeka interface, image cataloging, AMNH resources, disciplines and topics, and will have the opportunity to become familiar with photographic formats and safe handling of materials.

Institution name: Jeffrey Perkins productions

Contact person: Jeffrey Perkins

Address: New York, NY

Telephone: 917-756-6848

Email: jeffreyperkins@aol.com

Brief description of internship: I am making a feature length documentary film/portrait of George Maciunas, the founder and organizer of the important avant-garde international art movement, known as FLUXUS. This project contains interviews with some of the most important artists and historians in the world of contemporary art. Because of the intellectual tone of the film and the number of artists who were & are included in Fluxus, who have been interviewed and whose works are seen in this film, it is a complex project with many jobs remaining to be accomplished, as the film is entering the post-production stages, which include editing, graphic design, sound design & other important elements, and I am in need of skilled intern assistants. The project has been in production since January 2010. I am located in NYC, NY.

Oregon

Institution name: University of Oregon Libraries

Contact person: Julia Simic, Metadata and Digital Production Librarian

Address: Digital Scholarship Center, Knight Library 142

1299 University of Oregon

Eugene OR 97403

Telephone: 541-346-2209

Email: jsimic@uoregon.edu

URL: <http://library.uoregon.edu/digitalscholarship>

Brief description of internship:

Established in fall of 2013, the Digital Scholarship Center in the University of Oregon Libraries brings together expertise in the creation, dissemination and preservation of digital content as well as instruction in new media technologies. Former staff from the Digital Library Services department, the Visual Resources Collection, the Image Services Center, and the Interactive Media Group now work in close collaboration with faculty and students to transform research, interpretation, and scholarly communication.

The successful candidate for the Internship will assist in the redesign of cataloging methods and workflows to incorporate linked data into metadata assignment at the point of creation for all Libraries digital collections. The candidate will also assist in quality control and verification of data as we transition our collections from CONTENTdm to Hydra. The candidate will gain experience in open linked vocabularies, RDFS and OWL ontologies, JSON-LD, n-triples and other semantic web technologies. The candidate may also assist in developing methodologies for research projects and evaluating tools to engage students and faculty with digital technologies.

Tennessee

Institution: Vanderbilt University

Contact person: Chris Strasbaugh

Address: Box 0274 GPC, 230 Appleton Place, Nashville, TN 37203

Telephone: 615-322-2360

Email: c.strasbaugh@vanderbilt.edu

URL: <http://researchguides.library.vanderbilt.edu/vrc>

Brief description of internship: The Visual Resources Center at Vanderbilt University is embedded in the History of Art department and supports the department as well as collaborates with the Vanderbilt Fine Arts Gallery. This internship will provide hands-on training in digitization, cataloging, and basic web development. That is the starting point that will open up more in-depth projects depending on interest that could include 3D digitization, mapping, systems development, app building, exploration in linked-open data, or projects related to our open-source cataloging tool called DIMLI (Digital Media Management Library).