

Internships in Visual Resources and Image Management

List of Host Institutions. Updated July 20, 2016.

California

Institution name: Margaret Herrick Library, Academy of Motion Picture Arts and Sciences

Contact person: Anne Coco, Graphic Arts Librarian

Address: 333 South La Cienega Blvd., Beverly Hills, CA 90211

Telephone: 310-247-3628

Email: acoco@oscars.org

URL: <http://www.oscars.org/library>

Brief description of internship: The intern will arrange and process archival collections of artwork related to the production of motion pictures. S/he will create original catalog records, folder and box collections, and assess materials for conservation and digitization. The intern may also assist in processing requests for reproductions, retrieving materials for digitization, and managing the transfer of materials between different Academy locations. Basic knowledge of archival principles and standards is required. Knowledge of film history, art history, and/or artmaking and printing processes is preferred. Must also be able to safely handle fragile materials, lift boxes up to 40 pounds and climb stairs.

Institution name: University of California, Santa Barbara, with the Society of Architectural Historians

Contact person: Jackie Spafford, Image Resources Curator, UCSB, with Pauline Saliga, Executive Director, SAH

Address: Image Resource Center, UCSB, Santa Barbara, CA 93106

Telephone: 805-893-2509

Email: Spafford@hfa.ucsb.edu

URL: www.ucsb.edu

Brief description of internship: Collaborating in this unique partnership between the University of California at Santa Barbara and The Society of Architectural Historians, the intern will work on selected collections of 35mm slides created by SAH members. These collections, acquired by the SAH (which is headquartered in Chicago), are of great significance for their coverage and

historic documentation of important architectural sites, and quality of photography.

The primary online home for SAH members' architectural photography is SAHARA, which currently contains more than 95,000 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. Read more about the SAHARA project here: <http://www.sah.org/publications-and-research/sahara>

The internship will involve processing collections with the ultimate goal of making them available in SAHARA, Shared Shelf Commons, and other open-access venues. The intern will:

- work with the IRC curator to assess and organize one or more collections
- create a finding aid for the collection
- create visual reference sheets (PDFs of each sheet of slides) on digital copy stand
- catalog selected images using Shared Shelf, following the cataloging standards for SAHARA content

The intern will work under the supervision of the Image Resources Curator at UCSB, in coordination with the SAH Executive Director and the SAHARA Co-Editor.

Connecticut

Institution name: Connecticut College

Contact person: Lyndsay Bratton, Digital Scholarship & Visual Resources Librarian, Arts Subject Liaison

Address: 270 Mohegan Ave, New London, CT 06320

Telephone: 860-439-2729

Email: lbratton@conncoll.edu

URL: www.conncoll.edu

Brief description of internship: The intern would work in conjunction with the Digital Scholarship & Visual Resources Librarian and the Special Collections & Archives staff on a project related to our campus art collections, including the Wetmore Print Collection, the Campus Art and Sculpture Collection, and the Asian Art Collection. The project will begin with the creation of a relational database of metadata and the photography and digitization of the collections. We will then create a website for the collections, which will make all data and images available to the campus community and the public. This website will likely include interactive maps showing the location of outdoor and indoor sculpture, as well as two-dimensional works hung in buildings across campus.

The internship will include:

- original research to improve our collections data

- photography, scanning, and image editing using Photoshop
- data management using Filemaker Pro and, potentially, a digital assets management system to be determined
- exploring options for the final online platform of the collections
- executing interactive maps and other elements of the proposed website
- working in collaboration with the Digital Scholarship & Visual Resources Librarian to advise the web development team on the specifics of the website
- working with art history faculty and students on course projects related to the collections database

All training will be provided by the Digital Scholarship & Visual Resources Librarian and the Digital Media Specialist in the Digital Scholarship & Curriculum Center, located in the newly renovated Charles E. Shain Library.

New York

Institution name: Archives & Special Collections, Hunter College/CUNY
Contact person: Louise S. Sherby, Acting Head, Archives & Special Collections
Address: 695 Park Avenue, New York, NY 10065
Telephone: 212-772-4149
Email: Lsherby@Hunter.CUNY.edu
URL: <http://library.hunter.cuny.edu/>

Brief description of internship: The internship would consist of creating an inventory of the variety of non-print resources contained within our primarily print collections. These consist generally of films, microfiche, cassette tapes, VCR cassettes, CDs, DVDs, and photographs. The inventory will include the location of the materials, a description of their content, an evaluation of their condition, and whether preservation and/or conservation is required and what level might be needed. Some digitization of materials and the creation of an appropriate metadata schema to provide access to these materials as time and experience allow. Identification and investigation of grant opportunities to pursue preservation, conservation and digitization as appropriate will also be part of the project.

Institution name: Memorial Art Gallery of the University of Rochester. Charlotte Whitney Allen Library & Teacher Resource Center & Memorial Art Gallery Archives
Contact person: Lu Harper, Librarian
Address: 500 University Ave., Rochester, NY
Telephone: (585) 276-8997
Email: lharper@mag.rochester.edu

URL: <http://mag.rochester.edu/library/>

Brief description of internship: Intern will support work on cataloging and digitizing materials relating to Dr. James Sibley Watson, Jr. as an early exponent of modernism. Sibley Watson, as he was known, was publisher of The Dial magazine from 1920-1929, an important early amateur filmmaker (silent films Fall of the House of Usher and Lot in Sodom, and industrial films Eyes of Science and Highlights & Shadows, among others) and developer of medical cinefluorographic photography. Based in the Memorial Art Gallery Archives and utilizing a number of Rochester and national archival collections, intern will help research art published in The Dial, works from the personal collection of Dr. Watson and his wife Hildegarde Lasell Watson, and works purchased by Watson's co-publisher Schofield Thayer for the Dial Collection (now in the Metropolitan Museum of Art) and have the opportunity to contribute material to the Sibley Watson Digital Archive (<http://humanities.lib.rochester.edu/esw/>). The potential exists for this material to be included in a future exhibition on Dr. Watson and modernism.

Ohio

Institution name: Cleveland Museum of Art Archives

Contact person: Susan Hernandez, Digital Archivist and Systems Librarian

Address: 11150 East Blvd., Cleveland, OH 44106

Telephone: 216-707-2660

Email: shernandez@clevelandart.org

URL: <http://library.clevelandart.org/>

Brief description of internship: The Cleveland Museum of Art Archives has a collection of approximately 43,000 analog negatives depicting exhibitions, events, people, and museum buildings. The collection was inventoried using a startup grant from the VRA Foundation. Approximately 10,000 have been digitized and are available online through CONTENTdm at digitalarchives.clevelandart.org. The intern will continue the project and provide access to more of the photograph collection by checking metadata, scanning analog negatives, creating Dublin Core metadata records, and importing digital files and associated metadata into CONTENTdm.

Institution name: The Ohio State University, Knowlton School of Architecture

Contact person: Chris Strasbaugh, Digital Resource Archivist and Curator

Address: 275 W. Woodruff Avenue, Columbus, OH 43210-1138

Telephone: 614-247-6645

Email: strasbaugh.2@osu.edu

URL: <https://ksamedia.osu.edu/>

Brief description of internship: The Digital Library and Archives in the Knowlton School of Architecture at The Ohio State University is tasking with supporting the teaching, study, and the historical records/student projects of three distinct sections; Architecture, Landscape Architecture, and City and Regional Planning. This internship, depending on experience and interest of the individual, would cover a variety of areas essential to visual resources and archives. For example, projects could include areas such as photography and digitization of student work including plans and models. Utilizing GIS to provide additional ways to discover and interact with the physical archive that covers over 100 years. Implementation and cross-walking existing data to migrate cataloging to platforms that support linked data and OpenGLAM.

Pennsylvania

Institution name: Carnegie Library of Pittsburgh

Contact person: Brooke Sansosti, Digitization and Special Projects Lead

Address: 4400 Forbes Avenue, Pittsburgh, PA 15213

Telephone: 412-224-4067

Email: sansostib@carnegielibrary.org

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

Brief description of internship: An internship in the Digital Strategy department will prepare students for a career in the fields of digital libraries, cultural heritage, archives, and data stewardship. The internship will provide working experience in a professional library environment and knowledge of the role digital libraries play in the public library community. The student will observe and engage with everyday planning and production of a newly created digital collection program. They will be directly involved in building digitization, cataloging, and project management workflows for the library's archival collections which include manuscripts, photographs, oral histories, and born-digital objects. The student will be exposed to different aspects of digital libraries, including:

- Organizational workflows and project management
- Quality control for digital file and metadata records
- Digitization procedures and best practices
- Image provenance research
- High level cataloging using professional standards
- Development and planning of future digital collections
- Systems and databases
- Development of engagement opportunities and tools

Rhode Island

Institution name: Rhode Island School of Design

Contact person: Mark Pompelia, Visual + Material Resource Librarian

Address: 2 College St, Fleet Library, Providence RI 02903

Telephone: 401-709-5935

Email: mpompeli@risd.edu

URL: library.risd.edu

Brief description of internship: The Graham Visual + Material Resource Center in the Fleet Library at Rhode Island School of Design seeks an intern to learn the complex and relational aspects of digital images and their corresponding metadata as part of the digitization activities of the library. Typical projects involve the authoritative cataloging of images using a Filemaker Pro database that utilizes the VRA Core 4.0 and CCO metadata standards, learning the digital process from source image capture technologies to completed image file formats, digital asset management including upload to the ARTstor Shared Shelf platform, and gaining a wider sense of the digital image collections available via library subscription. The Visual Resources Department is also the administrating unit for the school's institutional repository, with workflows grounded in visual resources management. In addition to this IR, projects may also extend to content from Special Collection and Archives, involving photography and descriptive metadata of book art objects and primary source materials.

Tennessee

Institution name: Country Music Hall of Fame and Museum

Contact person: Lee Boulie, Director, Digital and Library Collections

Address: 222 Fifth Avenue South, Nashville, TN 37203

Telephone: 615-291-8423

Email: lboulie@countrymusichalloffame.org

URL: Countrymusichalloffame.org

Brief description of internship: HATCH SHOW PRINT COLLECTION REHOUSING INTERNSHIP: The Country Music Hall of Fame and Museum seeks an intern to assist in the rehousing of its Hatch Show Print collection. Founded in 1879, Hatch Show Print is one of the oldest continuously-operated letterpress print shops in the United States. The Country Music Hall of Fame and Museum owns and operates Hatch Show Print, and holds a collection of over 66,000 historic posters, printings, business documents, proofs, and tracings that capture the shop's history and provides a historical record of country music, its promotion, and its aesthetics. The HATCH SHOW PRINT COLLECTION REHOUSING INTERN will assist with preserving the collection by rehousing print materials in archival standard containers. Candidates for the internship should be

enrolled in a Master's Degree in Library and Information Science program from an ALA-accredited institution; should demonstrate experience with care and handling of rare and fragile archival materials; and should have experience with cataloging and metadata creation.

Washington

Institution name: University of Washington Libraries, Special Collections

Contact person: Nicolette Bromberg, Visual Materials Curator

Address: Special Collections, University of Washington Libraries, Box 352900, Seattle, WA 98185

Telephone: 206-685-2968

Email: nxb@uw.edu

Brief description of internship: We put together an internship based on the applicant's interest in learning about working with photographs, moving images, or architectural drawings. The intern learns about working with organizing and creating access to collections (arrangement and description, and creating EAD finding aids) and handling and preservation of the materials. Some projects may also include some outreach or research activities.

Washington, D.C.

Institution name: National Museum of Women in the Arts

Contact person: Sarah Osborne Bender, Director of the Betty Boyd Dettre Library and Research Center

Address: 1250 New York Avenue, NW, Washington D.C. 20005

Telephone: 202-266-2807

Email: sbender@nmwa.org

URL: www.nmwa.org

Brief description of internship: This internship in the Library and Research Center will assist the Project Digital Asset Manager and Library Director in the implementation and management of the museum's digital asset management system. The museum has recently adopted a DAMS in order to efficiently collect, preserve, and provide access to images and other digital files created and used by staff in nearly all institutional functions. The intern will work with born digital materials, museum collection images, and archival materials (possibly to include artists' archives or artists' books). Scanning, cataloging, and documenting will be essential tasks. The candidate will be well served by a background with digital collections, studio art or art history, artist archives, as well as a fondness for creative problem solving, collaborative projects, and championing the contributions of women artists.

The National Museum of Women in the Arts brings recognition to the achievements of women artists of all periods and nationalities by exhibiting, preserving, acquiring, and researching art by women and by teaching the public about their accomplishments.

Wisconsin

Institution name: St. Croix County Historical Society

Contact person: Jacki Bradham

Address: 1004 3rd Street, Hudson, WI

Telephone: 715-386-2654

Email: OctagonHouseMuseum@juno.com (or Jacki at rbradham@presenter.com)

URL: www.StCroixCountyHistory.org

Brief description of internship: St. Croix County Historical Society in Hudson Wisconsin is currently in need of an intern to assist with digitizing, cataloging and Mylar/storage of its collection of approximately 5,000 historic photographs.