

Samuel P. Harn Museum of Art

Intern Project Description

Staff Contact Name: Beth Hinrichs, Assistant Registrar & Preparator

Title of Internship: Museum Digitization Project Intern – Fall 2021 & Spring 2022

Department: Registration

Project Background: The Harn recently secured a two-year grant to digitize and publish online the permanent collection, with the goal of making at least 80% of the collection accessible compared to the 4% that is currently available. The grant will fund software upgrades with staff training (Gallery Systems' The Museum System), equipment purchases and hiring of a staff photographer.

Brief Description of Internship: The Digitization Project Intern will be heavily involved in this project at all points in the process as the Harn upgrades its software and creates new digital images. The internship is offered for two semesters as we desire to train an intern and then allow them to work independently when required. Intern will be working closely as a team with the Assistant Registrar & Preparator, and newly hired staff photographer. Intern will assist with creating photo lists, documenting photo shoots, transferring digital images, adding metadata to digital assets management system and other tasks as related to the project goals.

Hours per week: 10 hours/week

Specific Duties:

- Assist registration staff in developing workflows for project.
- Uploading images and related information (metadata) in the digital assets management system.
- May assist Staff Photographer with photoshoots.
- May assist Staff Photographer in post-production of images.

Qualifications Needed:

- Available 10 hrs/week, during museum operating hours M-F, 8:30 am -12 pm, 1 -5pm
- Excellent communication skills.
- Detail oriented and ability to work independently, yet also willing to ask questions when guidance is needed.
- Proficiency with computers and digital cameras.
- Preferred student in Museum Studies or other area of graduate studies

Learning Objectives for the Intern:

- Gain professional experience in setting up and executing a large digitization project.
- Gain experience with the newest versions of the Gallery Systems suite: The Museum System Collections, eMuseum and Media Studio.
- Gain knowledge while observing art handling methods and art movement documentation.