

Samuel P. Harn Museum of Art

Intern Project Description

Staff Contact Name: Beth Hinrichs, Assistant Registrar & Preparator

Title of Internship: Museum Digitization Project Photo Intern– Spring 2023

Department: Registration

Project Background: The Harn is in year 2 of a two-year grant to digitize and publish online the permanent collection, with the goal of making at least 80% of the collection accessible. The grant funded software upgrades with staff training (Gallery Systems' The Museum System and eMuseum), equipment purchases and hiring of a staff photographer.

Brief Description of Internship: The Digitization Project Photo Intern will be heavily involved in this project as the Harn upgrades its software and creates new digital images. The internship is offered for spring 2023.

Intern will be working closely with the Digitization team, including the Assistant Registrar & Preparator and Technical Photographer. Intern would assist with editing images, uploading images to TMS, uploading object records and images to eMuseum, and other related tasks.

Hours per week: 10 hours/week

Specific Duties:

- Uploading images and related information (metadata) in the digital assets management system.
- 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, digital cameras, and Adobe suite.
- Preferred students in graphic design, digital media or related undergraduate or graduate studies

Learning Objectives for the Intern:

- Gain professional experience in executing a large digitization project.
- Gain experience with the newest versions of the Gallery Systems suite: The Museum System Collections and eMuseum.
- Gain knowledge of the functions and duties of the registration department within the larger Harn Museum organization, UF campus and Gainesville community, and museum/arts field.