

Samuel P. Harn Museum of Art

Intern Project Description

Staff Contact Name: Beth Hinrichs, Assistant Registrar & Preparator

Title of Internship: Museum Digitization Photo Intern– Spring 2024

Department: Registration

Brief Description of Internship: The Digitization Photo Intern will work with the Technical Photographer as well as the Assistant Registrar & Preparator in adding photography of the collection to the museum website. The photo intern will mainly assist with editing images but will also be introduced to the museum's database and online collection.

Hours per week: 10 hours/week

Specific Duties:

- Assist Staff Photographer in post-production of images in Photoshop.

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 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 professional experience in museum practices and an understanding of the role of museum registration and how it fits within the larger goals of the museum.