

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– Summer 2024

Department: Registration

Brief Description of Internship:

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 editing 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.