

Archival and Digital Collections Internship

Position Summary:

The Archival and Digital Collections Internship will provide a holistic hands-on experience beginning with processing and describing a physical collection, then digitizing materials within the collection, and ingesting the digitized items into a content management system.

Specific Responsibilities:

- Conduct research on archival materials to be processed and digitized.
- Process collection (arrange, rehouse, and describe archival materials).
- Create collection finding aid using Archivists' Toolkit.
- Perform digital image capture, conversion, and preservation of graphic and/or manuscript materials using photography and scanning equipment.
- Carry out post-imaging work, including minor color correction, cropping, and other necessary adjustments using Adobe Photoshop.
- Ingest images into Collective Access, a content management system, and assign metadata to images.

Preferred Qualifications:

- Interest in archives, libraries, digital humanities and/or digital preservation, with preference given to candidates who are currently enrolled in or have recently completed a program in archival management or a closely related field (such as MLIS, MLS, MA in History). Undergraduates who are majoring in history or information science may also apply.
- Familiarity with Philadelphia and American history.
- Familiarity with databases; interest in content management systems and metadata.
- Highly organized and detail oriented.
- Ability to work both independently and collaboratively.

Term: Negotiable. Typically, this is a 10- to 15-week position for 10 hours per week. Schedule and hours are flexible, though work must be conducted on-site during operating hours. Interns who are receiving class credit for the internship must meet the requirements of the home department and communicate those requirements to HSP staff.

Deadlines: Negotiable. Typically, December 1 for Spring internships; April 15 for Summer internships; July 15 for Fall internships.

Stipend: Currently, HSP does not have internship stipends available.

Please send a cover letter and resume along with contact information for 3 references to:

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