

African American Museum of Iowa

INTERN POSITION DESCRIPTION

CLIR Digitization Intern (Paid)



Overview

- CLIR funded digitization intern will assist the Curator in digitizing photographs and archival materials using policies and procedures developed through the CLIR Grant – Amplifying Black Voices of Iowa in partnership with ISU. This is a paid position that reports to the Curator.

Qualifications

Interns should be current or recent undergraduate or postgraduate students majoring in Museum Studies, Public History, History, African American Studies, or a related field. Previous experience working with museum collections or digitization is advantageous, but not required. The ideal candidate should have excellent organizational skills. Familiarity with Microsoft Office applications and a willingness to learn new computer programs is required. The ideal intern should be dependable, demonstrate a high attention-to-detail, ability to work independently, and an interest in the Museum's mission to preserve, exhibit, and teach the African American history of Iowa. Training is provided on-site.

Responsibilities

- Scanning photographs and archival materials, following established guidelines.
- Handling photographs and archival materials.
- Completing records to ensure standardization of data entry, metadata standards, and completeness of information.
- Tracking progress, reporting on project outcomes, and recommending revisions to plans and procedures.

Time Commitment

Position requires 20 hours a week for 11 weeks. Available hours are Monday to Friday, 8:00am to 3:30pm. Scheduling is flexible based on the Intern's availability and are established at the start of the internship.

The internship will terminate upon completion of 220 hours.

Compensation \$15 an hour and paid bi-monthly

Location

Work is on-site at the African American Museum of Iowa at 55 12th Ave. SE Cedar Rapids, IA

OUR MISSION

To preserve, exhibit, and teach the African American heritage of Iowa.

OUR VISION

We envision building a community that comes together to foster a greater understanding and appreciation of Iowa's African American history and culture through conversation, engagement, and reflection.

POSITION IMPACT

A digital Intern will help make sure every visitor has increased access to the AAMI's collection, and a positive, enriching experience through exhibits as they learn about Iowa's African American heritage.

TO APPLY

Send resume and cover letter to Felicite Wolfe, Curator and Collections Manager at fwolfe@blackiowa.org.

Deadline for applications is March 15, 2024. Position to start May 1, 2024