



Internship Opportunity

To apply, send resume and cover letter to Tamra Stafford at tstafford@airzoo.org

Position Title: Digital Assets Intern

Supervisor: Collections Manager

Position Objectives: Internships at the Air Zoo are unpaid positions with the minimum requirement of 120 hours. It is preferred that an intern maintain a full time schedule for at least 8-12 weeks while enrolled in a degree granting program (undergraduate, graduate level or PhD) at the same time of the internship.

Responsibilities

1. Responsible for researching, describing and digitizing photographic collections
2. Includes processing, rehousing, inventorying, creating finding aids, cataloguing photographs, and scanning images
3. Complete an inventory of slides, negatives, and black-and white photographs that have been recently converted to digital material
4. Upload historical photographs to PastPerfect5
5. Organize and label materials
6. Create collection on the museum's PastPerfect5
7. Keep up cleanliness of the photo archive area
8. Other duties that may apply

Requirements

1. Attendance, must be accountable for yourself
2. The completion of accurate and complete catalog records, while proper handling of artifacts
3. Excellent organization verbal and written communication
4. Proficient computer skills
5. Ability to work independently or as part of a team
6. Ability to work on multiple tasks at one time
7. Detail oriented

Qualifications

1. A resume with the following information: current major, classes completed, and which degree will be achieved
2. Three references, two of which are professional
3. Recent school transcript
4. Letter of reference
5. Volunteer application