



Special Collections Digitization Intern - Spring 2017

Position Information

Employer:

Hennepin County Library

Division:

N/A

Title:

Special Collections Digitization Intern - Spring 2017

Description:

Hennepin County Library (HCL) is seeking a Digitization Intern to work in the James K. Hosmer Special Collections Department at the Minneapolis Central Library at 300 Nicollet Mall, Minneapolis. This intern will process and scan archival materials in a variety of formats, including photo prints, slide transparencies, film negatives, and printed materials.

The primary duties and responsibilities of this internship include:

- Perform digitization using scanners and digital editing software.
- Perform preservation work using enclosures and other treatments.
- Complete archival storage development processes including refolding and labeling.

This is an unpaid internship that requires a commitment from January – April 2017, working 8 - 16 hours per week. This opportunity can be used for college credit or work experience.

Location:


Location #1

Nationwide
no
City
Minneapolis
State/Province
Minnesota
Country
United States

Position Type:

Part Time, Unpaid, Internship

Salary Level:

unpaid 

Job Function:

Arts, Media, Digital Media, Creative Design, Advertising

Qualifications:

Experience using digital scanning equipment and Microsoft Excel is strongly desired. Not previously completed an internship with Hennepin County Library.

How To Apply

Submit a resume, brief cover letter outlining your qualifications for this internship, and contact information for two references to Barb McKenzie.

Applications accepted via:

- Other

Important Dates

Posted On:

Nov 08, 2016

Applications Accepted Until:

Dec 09, 2016

Contact Information

Employer: Hennepin County Library
Name: Barb McKenzie
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55305 United States