



RHODE ISLAND
COUNCIL *for the* HUMANITIES

Internship Opportunity

Rhode Island Council for the Humanities seeks a **Media Archive and Digital Library Intern** to help preserve its 45-year-old collection of media grant products. The intern will also curate thematic exhibits featuring this material for the Council's digital library in a way that communicates and promotes the Council's mission and priorities.

The Council's mission is to seed, support, and strengthen public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders.

Time Frame:

Spring Semester, 2019

Temporary, Part-Time Internship, Hours Flexible

Position Description:

The Archive and Outreach internship will include:

- Supporting efforts to preserve the Council's media archive, including film and video in a variety of formats from 1973 to the present.
- Maintaining and organizing the Council's archive and coordinating the preservation and digitization of selected media
- Display of selected media in Omeka digital library and possibly a public screening or exhibit.
- This position reports to the Associate Director, Grants & Partnerships. The intern will be eligible to receive a stipend and course credit, if applicable.

Primary Responsibilities:

- Catalog, evaluate, and select items for preservation.
- Prepare and coordinate a preservation plan for the Council's Media Archive.
- Accurately record Media Archive items and related documents into the Council's FileMaker database.
- Research ownership and reproduction rights for archival materials.
- Develop and implement a project plan to disseminate preserved pieces both online and in public.

Position Requirements:

- Technical literacy: Mac OS X, Microsoft Office, social media (Facebook, Twitter, Instagram), Wordpress
- Archival research, familiarity with FileMaker and Omeka databases (training could be made available)
- Basic design/editing (Photoshop or Adobe InDesign) and basic video editing (iMovie)
- Excellent written and verbal communication skills
- Demonstrated ability to work independently as well as collegially in a team setting
- Excellent organizational and time management skills
- An interest in archival research, special collections, communications, and public humanities practice.

To Apply:

Please send resume to scott@rihumanities.org by **5:00pm January 25, 2019** with the subject "Media Archive and Digital Library Intern Application." Please also provide a brief paragraph describing your interest in the body of the email.