



RHODE ISLAND  
COUNCIL *for the* HUMANITIES

## Internship Opportunity

Rhode Island Council for the Humanities seeks a **Grants Archive and Digital Curation Intern** to help digitize its nearly 50-year-old collection of grant products. The intern will also curate a thematic online exhibit for the Council's [Digital Library](#) featuring material from the Grants Archive in a way that communicates and promotes the Council's mission and values, highlighting specific themes in preparation for the Council's 50<sup>th</sup> anniversary in 2023.

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:**

Fall Semester, 2021

Temporary, Part-Time Internship, Hours Flexible

### **Position Description/Responsibilities:**

- In consultation with Council staff, develop the online exhibit for the Council's Digital Library, including:
  - Selecting relevant material from the Council's Grants Archive.
  - Helping to implement the Council's preservation plan for the selected material through digitizing and cataloging.
  - Researching ownership and reproduction rights for archival materials.
  - Drafting exhibition text.
- Supporting overall Council efforts to preserve, digitize, catalogue, and publicly present the Grants Archive.
- This internship will require some on-site work at the Council's Providence offices, and cannot be completed fully remotely. COVID-19 safety measures will be in place for the on-site component of the contract.
- This position reports to the Associate Director of Grants & Strategic Initiatives. The intern will be eligible to receive a \$1,000 stipend and/or course credit, if applicable.
- The Rhode Island Council for the Humanities is committed to workplace diversity and seeks candidates who represent the diversity of the state, including but not limited to race, ethnicity, gender, sexual orientation, age, disability, cultural background, and socioeconomic stratum.

### **Position Requirements:**

- Technical literacy: Mac OS X, Microsoft Office, Wordpress
- Familiarity with archival research and Omeka databases helpful but not required
- Ability to independently gain competency with new software platforms, as needed
- 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 curation, archival research, special collections, communications, and digital public humanities practice.
- COVID-19 vaccination required, unless with a necessary exemption due to medical reasons or a sincerely held religious belief.

### **To Apply:**

Please send resume to [scott@rihumanities.org](mailto:scott@rihumanities.org) by **5:00pm September 20, 2021** with the subject "Grants Archive and Digital Curation Intern Application." Please also provide a brief paragraph describing your interest in the body of the email.