

New Haven Promise Internship

Imaging Services/Institutional Archives

POSITION OVERVIEW

The Yale Center for British Art Imaging Services/Institutional Archives Summer Internship will provide a New Haven Promise student with a learning experience working with digitized archival materials at the Yale Center for British Art. The intern will assist with projects to digitize and preserve the Center's archival collections. This is an excellent opportunity for a dedicated, detail-oriented individual who is interested in art and technology to learn more about how museum archival collections are organized, digitized, and preserved. The intern will acquire practical experience with museum archives management systems, data management systems, digital asset management, and copyright and intellectual property in museums.

The intern will have an opportunity to learn about and contribute to a variety of ongoing projects in the museum's Imaging Services and Institutional Archives departments including but not limited to:

Assist with digitization of archival collections or ephemera and creation of associated workflows

Evaluate legacy digital files for inclusion in the museum's digital asset management system

Research on the YCBA archival collections

Assist with cataloging archival collections

Assist with answering research requests for curators and other museum staff

SKILLS AND QUALIFICATIONS

The position is open to a currently rising sophomore, junior, or senior with a keen interest in museums, libraries, archives, or art history as a potential career option. Availability to work Monday through Friday for 37.5 hours/week. Employment is contingent upon successful completion of background and credit check.

Excellent written and oral communication skills

Excellent attention to detail

Excellent computer skills and willingness to learn new software

Display high level of discretion and confidentiality to museum information

Ability to lift 40 pound boxes and stand for extended periods of time

WORK LOCATION

Work will be at the YCBA's office location on central campus.