

New Haven Promise Internship

Proposal to host an intern in the Robert B. Haas Family Arts Library during the summer of 2020.

Robert B. Haas Family Arts Library Special Collections Summer Internship will provide a New Haven Promise student with a learning experience working in an arts focused library and special collections. This full-time position will offer the intern an opportunity to gain experience in two areas of the library: Digital Services and Special Collections.

Special Collections

The intern will be exposed to all facets of the department's work and have an opportunity to contribute to or assist with a variety of ongoing projects, including but not limited to: the cataloging and preservation of rare books and manuscript materials, as well as access and outreach activities. This internship will provide an opportunity to gain skills in, for example: the research, care and handling of artifacts; managing rare books and manuscripts; database and spreadsheet design and entry; and photography for library social media accounts.

Digital Services

Under the supervision of Arts Library Digital Services staff, the intern will work on digitizing collection materials for access. This effort will include working with a range of collection materials, identifying items for digitization, scanning, applying metadata to digital files, and uploading images.

Required qualifications

Attention to detail, comfortable asking questions when further explanation is needed, interest in art, art history, architecture, or drama.

Preferred qualifications

Interest in archival work and/or librarianship. Experience with MS Office, Adobe Suite, and scanning technologies.