

New Haven Promise Internship Cultural Heritage Collections Data Project

Summary Job Description:

The summer internship with Yale University's cultural heritage collections data project will provide a New Haven Promise student an exciting opportunity to support the search and discovery of the Yale University Library's general and archival collections within a project focused on creating a new search platform that will also include the collections of the Yale University Art Gallery, the Yale Center for British Art, and the Yale Peabody Museum. This three-year project marks the first time that Yale is looking broadly at its descriptive practices across collections, and the summer intern will enable this work to move ahead quickly and efficiently.

Interns will spend half of their internship working with records from the Library's general collections and half working with records from its archival and manuscript collections. They will be trained, supervised and mentored by library metadata experts, and they will gain valuable hands-on experience working with widely used metadata standards.

Under the supervision of the metadata project director, and with daily oversight by Yale University Library staff, the interns will contribute to and assist with a variety of tasks within the project, including but not limited to:

1. Interns will match people and place records from the Library's databases with published vocabularies.
2. Interns will work in collaborative open source tools such as OpenRefine
3. Interns will flag matches between library records and external published vocabularies that need further scrutiny.
4. Interns will consult with Library's metadata experts and other professional staff to resolve flagged items.
5. Interns may suggest and create new data for records about materials of local significance.

This is an excellent opportunity for interns to learn about how Yale's cultural heritage institutions are using the web to make collections information available to a global community. The interns will acquire practical experience with tools for data cleanup and will work with multiple metadata standards related to Yale Library collections.

SKILLS AND QUALIFICATIONS

The position is open to a currently rising sophomore, junior, or senior with an interest in library and information science, data science, computer science, web technology, and/or academic interest in history, humanities, or natural sciences. Candidates should be available to work 9am-5pm Monday through Friday for 37.5 hours/week for eight weeks. Employment is contingent upon successful completion of background and credit check.

REQUIRED SKILLS

- Excellent written and oral communication skills.
- Excellent attention to detail and proofreading skills.
- Excellent computer skills and willingness to learn new software.

Knowledge of history, anthropology, natural science, humanities fields, data science, or computer programming is desirable but not required.

Compensation: \$14.25/hour (8 weeks, 37.5 hours/week)