



Photo Digitization Interns

Reports to: Photo Archive and Collections Manager

General Summary:

All digitization interns in the curatorial department are provided opportunities to learn about museum practices and standards in a hands-on environment. Interns will work directly with staff members to learn the skills necessary to complete their individual scanning projects. All digitization intern positions are grant-funded and filled on a semester-by-semester basis.

Essential Duties:

- Scanning of negatives and metadata of photograph negatives and prints into ContentDM database
- Inventory/Re-housing of individual photograph collections
- General upkeep of the photo archive areas
- Other departmental duties as assigned

Skills and Abilities:

- General computer knowledge; experience with ContentDM is not required.
- Detail-oriented
- Self-starter

General Physical Activities:

- Climbing ladders
- Lift up to 40 pounds
- Sit or stand for extended periods

Experience and Education:

- Graduate school/college student, majors in public administration, public history, history, art history, anthropology, sociology, museum studies preferred; sophomore, junior, or senior preferred
- Minimum 10 hours per week (schedule is flexible); additional hours may be available
- Course credit is not required

If interested, please send your resume to:

Carrie Wieners, cwieners@durhammuseum.org, The Durham Museum, 801 South 10th Street, Omaha, Nebraska 68108