

SOTC INTERN, INGALLS LIBRARY AT THE CLEVELAND MUSEUM OF ART

BACKGROUND

The Cleveland Museum of Art's Ingalls Library is one of the largest art research libraries in the United States with 540,000+ volumes and a staff of 20. The library provides assistance to anyone seeking information on art and offers specialized workshops on research resources and techniques. The library's mission is to support the museum's current and future collections, research, exhibitions, publications, lectures, programs and activities. The Museum Archives' mission is to preserve records that document the origins, development, achievements, and activities of the museum and to administrate the museum's records management program. Learn more at <http://library.clevelandart.org/>.

The Cleveland Museum of Art is renowned for the quality and breadth of its collection, which includes almost 45,000 objects and spans 6,000 years of achievement in the arts. The museum is a significant international forum for exhibitions, scholarship, performing arts, and art education. One of the top comprehensive art museums in the nation and free of charge to all, the Cleveland Museum of Art is located in the dynamic University Circle neighborhood.

SUMMER ON THE CUYAHOGA (SOTC)

Summer on the Cuyahoga is an immersive summer internship program that brings together 50-70 students from 8 universities to explore the professional, civic, and social offerings of the Cleveland area. SOTC provides interns with free housing in college dormitories, substantial cultural and recreational activities, and alumni connections. Learn more at <http://summeronthecuyahoga.com/>.

SUMMARY AND OBJECTIVE

The Ingalls Library Digitization Program endeavors to make rare, fragile, and highly used library and archives materials widely available. Visit <http://library.clevelandart.org/digital-collections> to learn more and to view currently available digital collections.

Responsibilities will include working with the digitization team to scan books, photographs, and archival materials, conduct copyright research, process digital files, create metadata, and upload materials to online portals for public access. The intern will work with a wide variety of library staff and will gain an understanding of how the library and digitization program supports the wider functions of the museum as a whole.

TASKS

1. Work with the Digital Projects Librarian to select, digitize, process, and make available online books from the library's collection.
2. Work with the Digital Archivist and Systems Librarian, the Museum Archivist, and the Digital Projects Librarian to digitize archival materials, create associated metadata, and upload to online portals.
3. Assist Digital Projects Librarian with selection of collections for digitization.
4. Accompany digitization team members to relevant meetings, take and distribute minutes.
5. Work with the Digital Archivist and Systems Librarian on database maintenance projects.
6. Work with the Associate Book and Paper Conservator to address conservation needs of materials selected for digitization.

OUTCOMES AND SKILLS GAINED

The intern will gain knowledge of and experience with the following:

1. Proper care and handling of library and archival materials.
2. Conservation concerns related to digitization.
3. Metadata standards, best practices for digital projects and digital preservation.
4. Scanning hardware and software.
5. Project management including running meetings, workflow development, and efficient communication.
6. Relational databases.

KNOWLEDGE AND SKILLS REQUIRED

- Solid research, organization, and problem-solving skills.
- Excellent interpersonal skills for working with a variety of library and archives staff members.
- Excellent attention to detail.

Coursework, experience, or interest in the following will be helpful but is not necessary:

- Interest in museums, libraries, archives, or art history.
- Experience handling rare, unique, or fragile library materials.
- Knowledge of scanning hardware.
- Knowledge of image processing software.
- Experience or coursework with computer programming.

SUPERVISOR

Rachel McPherson, Digital Projects Librarian

HOURS

9 AM – 5 PM, Monday through Friday

COMPENSATION

It is required that the student use Praxis, Praxis-Plus, or other, similarly substantial funding for this position.

APPLICATION

This position is not open to first year students.

The intern is required to participate fully in Summer on the Cuyahoga, including living in the provided housing, attending after-work events, and engaging with Smith alumnae.

Please submit a resume and cover letter before March 1st, 2020 to Rachel McPherson at rmcpherson@clevelandart.org.