BOSTON UNIVERSITY

HGARC Undergraduate Internship Position
CAS IN250, Work and Identity

Position:
DIGITAL RESOURCE COORDINATOR

Updated:
October 12, 2017

Description:
Select, scan and describe rare and valuable material from the Gotlieb Center's many collections to create online exhibitions and assist in building a "digital reserve" for classroom support.

The Gotlieb Center is the home of nearly 2,000 individual archival collections consisting of the papers and manuscripts from individuals who play significant roles in the fields of journalism, poetry, literature and criticism, dance, music, theater, film, television, and political and religious movements. Examples include Martin Luther King, Jr., Robin Williams, and Bette Davis. The intern will research their assigned topic/theme (e.g. The American Revolution or 20th-century American Poets) and the relevant Gotlieb collections and holdings. The intern will then select items, digitize materials, and write descriptions ("metadata") that will be entered into our content management system, *Archive Manager*. These small sets of digitized primary sources will be used to build online exhibitions on the Gotlieb Center's website, and provide online access to students for coursework.

Seeking:
A highly motivated undergraduate student in the College of Arts & Sciences interested in learning how to work with archival material, specifically to create digital facsimiles and descriptive metadata. Good research and writing skills required; strong work ethic a must.

Training/Supervision:
The Assistant Director for Manuscripts & Manager of Digital Archival Resources will oversee the internship to ensure the intern receives proper training and supervision by Archivists for the various aspects of the project. Interns will be trained to utilize collection inventories, reputable online sources, and other means to properly research the holdings of collections to select relevant items and write accurate descriptions on the assigned project topic/theme. Intern will learn how to use the Open Source software *Archive Manager*, which will be the portal by which all data is accessed.

Schedule:
Hours to be scheduled within the HGARC work week, which is 9:00 am to 5:00pm, Monday through Friday.

Deliverables:
Intern will be assigned a particular topic/theme for their semester project and work primarily independently. The intern will research the topic, select relevant holdings in the Gotlieb Center's collections, digitize specific items for online display, write descriptions ("metadata") to be and upload digital content into Archive Manager. The intern will also write up curatorial metadata describing the topic/theme as a whole. HGARC staff and intern supervisors will review the completed descriptions and provide correction and editorial comment. The intern will revise content as necessary and the final work will be published to the HGARC website.