

Boston University Creative Services: Photography Archive Internship

Overview

Creative Services is an award-winning, full-service creative agency within Boston University. We work with schools, colleges, and departments across the university to define effective marketing strategies and execute integrated communication pieces to help clients reach key business goals. The Photography Department within Creative Services is responsible for a wide range of photographic needs including editorial, marketing, promotional, and journalistic imagery. The dynamic, award-winning photography produced by this department is seen across many mediums including university websites, publications, digital signage, and many other communication pieces that help individual clients and the university as a whole achieve various communication strategies.

As an intern in the Photography Department, you will work directly with the Digital Imaging Manager, learn about the extensive film and digital photography archive, complete a film archive research project, and learn about the general practices of Boston University's Marketing and Communications Department as a whole.

Primary Responsibilities

Learn Daily Operations of Photo Department:

- Introduction to different services provided by BU Photography Dept.
- Introduction to duties and roles of different positions within the BU Photography Dept. including the digital imaging manager, photo editor, and staff photographers
- Introduction to daily tasks including photo assignment scheduling, photo editing, processing image orders, and handling research requests

Introduction to Digital and Film Archives:

- Introduction to film archive – Learn about the layout and structure of the film archive and how archive research requests are completed
- Work closely with Digital Imaging Manager and student employees with ongoing project to create digital database of film archive
- Introduction to Cumulus – BU Photography's online image library – work with Digital Imaging Manager to complete research requests using online database

Complete Film Archive Research Project:

- Work closely with the Digital Imaging Manager to plan and execute an archive research project.
 - This project will involve finding images within the film archive, making selects of best images, researching information about the selected images, scanning and processing the images, and uploading the archive images to our online digital database

Secondary Responsibilities and Additional Opportunities

Brief Interviews with Photography Department and other Marketing and Communications staff:

- Allow Intern to learn about the different creative, administrative, and editorial positions within the Marketing and Communications Department of Boston University

Other Possible Tasks and Duties for Student Intern may include:

- Edit and caption images with the help of the Photo Editor and Digital Imaging Manager
- Provide support for photographers on more involved shoots that involve location lighting scenarios or studio still-life setups

Professional Growth and Development

At the end of the semester-long internship, we hope our intern has gained the following skills and tools for professional growth and development:

- Photography archive management
 - Handling film and archive objects
 - Conducting research within film archive
 - Attention to detail
 - Scanning negatives with flatbed scanner
- Photo editing skills
- Proficiency in Photo scanning and editing software (Photoshop, Photo Mechanic, and Epson Scan)
- Understanding of daily operations of the BU Photography Department.
- Understanding of different roles and positions within the Marketing and Communications department of Boston University
- Teamwork and collaboration
- Understanding of proper business and office etiquette