

TITLE: METADATA INTERN

DIVISION: LIBRARY, DIGITAL PROGRAMS

DESCRIPTION:

The New York Academy of Medicine's Library is looking for a metadata intern to work in the Library's digital program. The internship will provide hands-on experience with current metadata schemas, creating metadata for digitization projects, and editing metadata as necessary. The Intern will have an opportunity to learn about crosswalks and different types of metadata, such as descriptive, administrative, technical, etc.

We are looking for an intern who is imaginative and interested in learning more about the use of metadata in digital collections projects.

The internship is paid and may be taken for course credit.

DUTIES AND RESPONSIBILITIES

- Create descriptive, technical, and photo metadata for digital objects
- Research, collect, and organize metadata for digital collections
- Work with digital team on metadata strategies

QUALIFICATIONS AND EXPERIENCE

- Experience with metadata schemas (e.g. MODS, Dublin Core, MARC, IPTC etc.)
- Knowledge of XML, XSLT, OCLC
- Familiarity with technology, digital collections, and/or digital humanities projects
- Coursework in Library and Information Science

START DATE

February 1, 2017.

HOURS

Approximately 10 hours a week for 12 weeks. Intern must be available 2 days per week between the hours of 10:00am–5:00pm, Monday through Thursday.

TO APPLY

Please forward cover letter and resume with "Metadata Intern" in the subject line to internship@nyam.org. Please also outline your academic needs for obtaining course credit, if applicable. **Deadline: January 10, 2017.**