

American Friends of The Hebrew University

American Friends of The Hebrew University is seeking an Archive Cataloging Intern for a challenging and substantive, semester to year-long cataloging internship. Reporting directly to the Direct Mail and Marketing Specialist, and the Content Marketing Manager, this position will entail establishing and developing a photo archive system, inventorying and preserving hundreds (may be low thousands) photos. The project will deal primarily with physical photographs, but also helping to organize digital photographs. The intern will be in charge of digitizing slides, negatives, contact sheets, prints and drawings. The intern will also assist in cataloging these digital files and inputting metadata. Working hours are flexible, between 14-20 hours per week.

This is a great opportunity for a library science student interested in the area of fine arts archiving for school credit. This internship provides the chance to enhance skills in organization, multi-tasking, communications and acquire practical experience.

Principle Responsibilities:

- Spearhead the arrangement and digitization of a photo archive.
- Facilitate the cataloging, centralization and organization of photo and video assets
- Assess preservation needs of the collection
- Assisting in implementing best practices and setting priorities for collection management, processing, and descriptions of archived items explaining how to archive future pieces

Qualifications and Requirements:

- Applicant should be pursuing a degree in Library Sciences, Archival Science or related field. An emphasis on preservation and digital archiving is a plus.
- Experience with digital asset management
- Self-directed and the demonstrated ability to handle multiple projects at once
- Knowledge of archives theory and practice
- Knowledge and experience with process of digitizing photographic and video materials, managing digital files, including proper scanning procedures, and basic image editing and correction strongly preferred
- Excellent organizational skills with attention to detail and accuracy
- Ability to make quick decisions and work well under pressure
- Strong communication skills
- Art handling and general preservation and collections care knowledge is desirable

Depending on the intern's interests and professional goals, there may be additional opportunities, including:

- o Digital projects
- o Writing opportunities

Intern must be a junior or senior undergraduate or a graduate student. Non-paid, for credit

Project begins the start of the school semester in September.

To apply, please visit: <http://www.afhu.org/careers>

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