

Intern Project Description

Catalog / Processing Assistant, Hedrich-Blessing 1970-1979 Photography Collection IMLS Preservation Project

Supervisor: Collection Manager for Prints and Photographs Special Projects

Objective:

The Hedrich-Blessing 1970-1979 photograph collection documents the work of one of the finest and most widely recognized architectural photography firms in the world and illustrates major transformations of Chicago's built environment. The objective of this internship is to assist in cataloging, processing and preserving the Hedrich-Blessing 1970-1979 photography collection materials, and make them available for use by the public.

Responsibilities:

Responsibilities will include at least some of the following:

- Gathering catalog record content by transcribing data from original materials and job invoices to a Word document table
- Describing visual materials in a concise and synthesized manner
- Counting and sorting original photographic prints, negatives and transparencies according to media type and job number
- Identifying and describing condition issues to report to conservator
- Re-housing and re-labeling original materials in appropriate archival enclosures
- Transferring processed, re-housed and labeled materials to appropriate photograph storage areas

Qualifications:

- Enrollment at an accredited college or university
- Museum studies, library science and/or archives management, cataloging coursework (or equivalent experience) strongly preferred
- Strong attention to detail, good descriptive writing skills
- Knowledge of Chicago and/or architectural history
- Understanding of artifact and photographic material handling
- Knowledge or interest in photographic media and the preservation of photographic materials
- Ability to work independently and as part of a team
- Ability to lift 50 lbs.

Final Product (if any) Expected at the End of the Internship:

Understanding of how museums process, preserve and make available to the public a large collection of photographic materials. Collection Manager will work with intern to develop specific internship goals in keeping with the intern's prior knowledge and experience.

Dates of Project: Spring term, 2010; start and end dates flexible

Time commitment: 14-35 hours per week; the days these hours occur are flexible, but they must occur during weekdays when supervisors are present.

Application Deadline: We are currently accepting applications for this internship opportunity.

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.