

CHICAGO HISTORY MUSEUM

INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Digital Asset Management intern

DEPARTMENT: Rights and Reproductions/Collections

INTERN SUPERVISOR: Licensing and Reproductions Manager

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: The intern will provide technical, clerical, and logistical support for CHM imaging, rights and reproductions, and digital asset management for CHM collection materials.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
Preparing collections materials for digitization through Museum's Photography Lab.	The intern will become familiar with and develop an understanding of digital asset management; the intern will gain an understanding of image licensing and permissions.
Handling original collection materials with care and with accordance to archival practices (including the retrieving and re-filing of material).	The intern will become familiar with CHM collection materials; the intern will receive training in collection handling techniques and archival practices.
Preparing metadata according to Museum standards.	The intern will have opportunity to improve and develop research and writing skills, as well as practice preparing images for a wide variety of stakeholders (e.g. Museum use, external clients, researchers, stock-image companies).
Communicating with clients to receive orders, quote fees, and process contracts.	The intern will have opportunity to practice customer service, detailed oriented work, and develop communication skills.

ADDITIONAL INTERN ACTIVITIES:

- Assist with preparation of high-volume imaging and licensing requests and entering image record and contract data to prepare licensing agreements.
- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

- This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;
- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

SUPERVISOR: Licensing and Reproductions Manager

WORKING RELATIONSHIPS:

Chief Collection Manager; Licensing and Reproductions Manager; Collection Automation Manager; Metadata Technician; Senior Photographer; Scanning Technician.

QUALIFICATIONS:

- Enrolled in bachelor's or master's degree program with a desire to pursue career in museums or arts administration
- Knowledge of or interest in Chicago and American History
- Capable of handling fragile artifacts such as glass negatives and nineteenth-century photographic prints.
- Literate in computer database and search functions
- Desire to work on research skills as well as capable of following specific metadata entry protocols.
- Self-motivated, detail-oriented, and organized
- Comfortable working with the public as well as internal clients
- Intern would be expected to demonstrate professional workplace practices such as punctuality, teamwork, proper communication skills, and maturity.
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook.
- Agreement to submit to a background screening and provide 2 recent references.
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

Summer term, 2013. Start date could occur sometime between late May to early June; end date would occur approximately 12 weeks after start date. Start and end dates would be determined before the start of the internship. Monday-Friday, 9:30-4:30.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

APPLICATION DEADLINE

March 1, 2013

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship 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
- contact information for two references

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. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.