

Collections Digitization Internship – Fall 2022

The Stowe Center seeks a Collections Intern to assist with its digitization project. Under the Director of Collections & Research, the intern will be responsible for transfer of priority records from the Center's local collections management system into Connecticut Collections online, including basic inventory information, metadata, and digital images. The intern will work with the Director of Collections & Research to formulate thematic collection suites via online platforms for museum and classroom use. The intern may also assist in other museum collections duties as necessary including cataloguing, rehousing, housekeeping, and monitoring the conditions of historic buildings.

This internship will begin the first week of October and run through the middle of December for a total of 10 weeks. Applicants should expect to commit to 2 work days (15 hours) a week. Interns receive a stipend of \$500.

Eligibility

This intern must have some prior experience or knowledge of collections best practices in digital cataloging, methodology, and description techniques. Knowledge of collections management practices and object handling procedures, with a keen eye for detail also a plus. The intern must be able to work independently with excellent interpersonal and communication skills, have respect for diverse backgrounds and points of view, and utilize a proactive approach to projects as assigned. Demonstrated expertise using Excel, MS Office, Google, and Zoom required. Preference will be given to students enrolled in a museum studies or public history program, or those with a serious interest in pursuing a career in archives or museums.

Application Deadline – September 9, 2022

For more information and to apply, please email a cover letter and resume to Beth Burgess, Director of Collections & Research, bburgess@stowecenter.org.

The Harriet Beecher Stowe Center is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.