Special Collections – Digitization Intern - Summer 2016

Position Information

Employer:
Hennepin County Library

Division:
N/A

Title:
Special Collections – Digitization Intern - Summer 2016

Description:
Processing and scanning of archival materials in a variety for formats, including photo prints, slide transparencies, film negatives and printed materials. This unpaid internship is from

Primary Duties and Responsibilities include:
*Digitization using scanners and digital editing software.
*Preservation work using enclosures and other treatments.
*Archival storage development processes including refoldering and labeling.

Location:

Location #1
Nation Wide
no
City
Minnetonka
State/Province
Minnesota
Country
United States

Position Type:
Part Time, Unpaid, Internship

Salary Level:
Unpaid

Job Function:
Arts Administration, Museum, Library, Arts, Media, Digital Media, Creative Design, Advertising

Duration:

How To Apply

Required items:
- Resume
- Cover letter
- Other

Submit a resume, brief cover letter outlining your qualifications for this internship, and contact information for two references to:
Barb McKenzie
Hennepin County Library - Ridgedale
12601 Ridgedale Drive
Minnetonka, MN 55305
bamckenzie@hclib.org (preferred)
(612)543-8579

Applications accepted via:
• Other

Important Dates

Posted On:
March 15, 2016

Applications Accepted Until:
April 29, 2016

Contact Information

Employer: Hennepin County Library
Name: Barb McKenzie
E-mail: bamckenzie@hclib.org
Phone: 612-543-8579
Address: 12601 Ridgedale Drive
Minnetonka, MN 55305 United States
June - August 2016

**Approximate Hours Per Week:**
16 hours/week

**Qualifications:**

Best Qualified Candidates will have:
*Experience using digital scanning equipment and MS Excel strongly desired.
*Have not completed an internship with Hennepin County Library in the past.