



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 of 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.