



## **Intern Position Job Description**

**Department:** Audio-Visual Collection

**Job Title:** Curatorial Intern

**Purpose:** Assist Audio-Visual Curator with a large photo collection processing project.

**Location:** Geier Collections and Research Center, 760 West Fifth St., Cincinnati, OH

### **Key Responsibilities:**

- Re-house and organize a large general photograph collection.
- Inventory and create a finding aid for cased photograph collection.
- Other work to be assigned in assistance of Audio-Visual Curator

### **Requirements:**

- Graduate level university student pursuing coursework in archives and preservation management and an interest in historic photographs to assist in the research, cataloging and data entry of a number of small photo collections
- Experience processing archival collections is preferred.
- Possess a sound knowledge of archival principles and research.
- Knowledge of Library of Congress Subject headings
- Attention to detail, sustained focus and strong organizational skills
- Sensitivity to, and hands on experience handling archival materials
- Ability to identify historic photographic processes
- Working knowledge of word processing, spreadsheet and database software applications required
- Ability to understand and follow oral and written directions
- Ability to work effectively with supervision and as a part of a team

**Reports To:** James DaMico, Curator of Audio-Visual Collections

**Length of Appointment:** 1 semester (or more)

**Time Commitment:** 10-20 hours per week

### **Benefits:**

- Free admission to Children's Museum and National Underground Railroad Freedom Center
- Free admission to special exhibitions
- Free parking at the Cincinnati Museum Center
- Discounts at food and beverage location
- Discounts on tours, programs and events

**Dress Code:** Long pants and closed-toe shoes must be worn during the majority of the tasks to be performed during this internship. Attire should be neat.

**Age Requirement:** A currently enrolled graduate student pursuing coursework with an archives and preservation management focus.