



## **POSITION DESCRIPTION**

### **ARCHIVES DIGITIZATION INTERN**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). Vizcaya Museum and Gardens seeks a graduate student to digitize historic estate correspondence and financial records, and to create associated metadata. The intern will scan historic records, edit images, and create both master digital files (TIFFs) and access and reference files (JPEGs), and will create descriptive metadata for the digital surrogates. This internship is on the Engagement & Cultural Resources Team in the Art & Artifact Stewardship Department, and reports to the Museum Archivist.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Digitize historic records including image capture, image editing, creation of master and access files in accordance with Vizcaya's digitization plan.
- Create descriptive metadata in accordance with Vizcaya's digitization plan.
- Write one story for publication on Vizcaya's website using the digitized materials.

This intern description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

#### **Learning Opportunities**

- Intern will work closely with the Museum Archivist in a historic house museum.
- Intern will learn to work with historic, primary-source textual records.
- Intern will learn to digitize historic records and create metadata that will allow for enhanced accessibility.

#### **Position Requirements**

- Master's candidate in library and information science, public history, humanities, museum studies, or a related discipline.
- Interest in collections management, archives, and historic preservation.
- Comfortable handling potentially fragile collection materials.
- Knowledge of metadata creation and use for archival materials.
- Familiarity with Library of Congress subject headings.
- Strong organizational skills, especially to track individual files and their status.
- Proficiency with Microsoft Office Suite.

- Familiarity with Proficio CMS or other content management systems.
- Strong time management skills to adhere to a schedule.
- Ability to accurately manage files and tasks through verbal and written instructions.
- A commitment to an inclusive, welcoming, and respectful environment for visitors, volunteers, and employees of diverse backgrounds and needs.
- Strong verbal communication skills to ask questions and to seek support from colleagues or a supervisor.

### **Compensation**

The salary for this internship is \$18/hour.

### **Work Environment/Physical Demands**

The majority of work is done in an office setting, involving interaction with museum colleagues, work with a computer and flatbed scanner, and work with historic textual records. Reasonable accommodations may be made for individuals with disabilities to perform essential functions. Vizcaya is a non-smoking environment.

### **Position Type/Expected Hours of Work/Schedule**

This is a part-time temporary internship (23 hours per week), for six consecutive weeks, to be scheduled between June 5th – August 25<sup>th</sup>, 2023, for a total maximum of 138 hours. The intern will work during regular office hours; weekly hours are flexible but must coincide with department office hours (9:00 a.m. – 5:00 p.m.)

### **To Apply**

Please send resume and cover letter expressing how your interest and experience align with the position description to: [Internship@vizcaya.org](mailto:Internship@vizcaya.org). Please reference the internship title in the subject line of your email.

### **Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated: March 22, 2023