



## 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 photograph collections and to create associated metadata and finding aids. The intern will scan historic materials, edit images, and create both master digital files and access files, and will create descriptive metadata for the digital surrogates. The intern will also write one story for publication on Vizcaya's website. 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

- Digitization of historic materials including image capture, image editing, creation of master and access files in accordance with Vizcaya's digitization plan
- Creation of descriptive metadata in accordance with Vizcaya's digitization plan
- Preparation of finding aids in accordance with archival standards
- Write one story for publication on Vizcaya's website using the digitized materials

This job 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 photographic materials
- Intern will learn to digitize historic materials and create metadata that will allow for enhanced accessibility
- Intern will learn to describe materials and create finding aids in accordance with archival standards

#### 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 photographic materials. 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 (12 hours per week), for eleven consecutive weeks, to be scheduled between approximately February 5<sup>th</sup>, 2024 – April 19<sup>th</sup>, 2024, for a total maximum of 116 hours. The intern will work during regular office hours; weekly hours are flexible but must coincide with department office hours (Monday – Friday 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.