



Archives Digitization Internship – Summer 2019

The Heart Mountain Wyoming Foundation seeks an individual to serve as an Archives Digitization Intern for the duration of approximately 32 hours a week for 7-8 weeks during Summer 2019. The Registrar will present work assignments to the intern who will carry out tasks under moderate supervision. Work is reviewed and assistance is provided as needed. Current students or recent graduates with an interest in museum studies, history, or archives preferred. Preference will be given to students who have prior experience with handling archives and/or have completed museum studies coursework.

Start Date: June 17th (potential to start earlier or later as long as a minimum of 224 hours are met)

Duties:

- Work with the Registrar to digitize the Frank S. Emi archival collection (23 linear feet)
 - upload documents to the Axiell database
 - compile metadata for researcher use
 - re-house items, as needed
- Other materials related to the draft resistance at Heart Mountain might be digitized if time allows
- Work with staff during the 2019 Heart Mountain Pilgrimage (July 26-28)

Other duties and projects can be assigned depending on the intern's interests and skill level.

Position Requirements:

- Experience with collection management systems
- Experience with Adobe Photoshop
- Knowledgeable of basic scanning equipment
- Knowledgeable of basic archival procedures and practices
- Capable of sitting/standing for extended periods of time

Stipend: \$2,000 (paid monthly)

Housing: Shared dormitory housing is available at a nearby college for \$75 a week and a \$175 deposit

Please email resume and cover letter to Danielle McAdams, Registrar, at dmcadams@heartmountain.org

Resumes accepted until May 3, 2019. Selected applicants will be contacted the second week of May to schedule interviews.