Digitization Assistant Internship

Position
The museum is seeking interns to focus on digitizing objects and archival materials. The position will be for a minimum of 2.5 days per week and be completed over a 14-week period. The intern will choose from one of the following projects:

- Photographing objects and updating NMD’s collections management database
- Developing a thematic online collection
- Partnering with Digital Maryland and the University of Maryland, Baltimore’s Health Science and Human Services Library to digitize and share curated selections of the museum’s objects and/or archival materials

Tasks for these projects may include, but are not limited to:

- Gaining an understanding of the museum’s current archives and collections
- Handling historic objects and archival materials
- Updating the museum’s collections management database

Learning Objectives
The intern will learn how to properly handle and digitize museum objects and archival materials, collaborate with other institutions to increase accessibility, and understand current best practices in data management.

Other Benefits
The National Museum of Dentistry is a Smithsonian Affiliate and will provide opportunities for the intern to learn from and collaborate with faculty and staff across the Smithsonian Institution.

Minimum Requirements + Skills
- A degree in or currently pursuing a degree in museum studies, history, or art
- Expertise with MS Office applications (desirable)

Application Process
Applicants must submit a CV, cover letter, and two references to Patrick Cutter at pcutter@umaryland.edu or complete the online application.