



The Dr. Samuel D. Harris  
**NATIONAL  
MUSEUM of  
DENTISTRY**



Smithsonian Affiliate

## **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](mailto:pcutter@umaryland.edu) or complete the [online application](#).