



Anthropology Digitization Project Intern

NB: The Department of Anthropology will not be accepting interns through the 2023-2024 academic year. Please check back in March 2024 to see whether we will be accepting applications for Summer 2024.

INTRODUCTION: The permanent research collection of the Department of Anthropology comprises approximately 16,000 objects, most of which are ethnographic. Although the collection has been fully digitized, photographs from the first round of the project are of very low quality and must be replaced. The Anthropology Digitization Project is rephotographing these objects and updating the images for the use of internal and external researchers, students and members of the public.

POSITION SUMMARY: Reporting to the Collection Manager, the Anthropology Digitization Project Intern will assist with digitizing ethnographic and/or archaeological objects from the Anthropology collection for use in both in-house and online databases. This position is unpaid and usually taken for course credit. Hours available vary, but will occur Monday-Friday during regular business hours. Total number of hours will be determined by the credit-granting institution's requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Properly handle collections objects
- Digitally photograph objects
- Edit photographs in conformance with departmental protocols
- Convert, back up and upload edited images for in-house and online databases
- Follow all Academy safety regulations
- Other duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent attention to detail
- Ability to accurately follow detailed instructions and protocols
- Ability to work with valuable, irreplaceable, and delicate materials in a responsible and respectful manner
- Willingness to learn imaging software (Photoshop)

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms. Must be able to lift 10 lbs. Must be able to perform repetitive motions 85% of the time.

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