



# NANTUCKET HISTORICAL ASSOCIATION

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Digital Projects Intern  
January 2018

Under the supervision of the Chief Archivist, the Digital Projects Intern will use digital technologies to create and enhance access to our collections. They will conduct specific digitization, metadata creation, and assessment projects; document and refine existing procedures; and contribute to the development of new digital policies and workflows in the archives. Projects may include preparing materials for digitization, including inventorying, rehousing, and arranging; working with legacy oral history collections; conducting content assessments of Research Library web pages; researching digital scholarship software; researching copyright issues pertaining to archival materials; and creating content for social media posts highlighting collection materials. Smaller amounts of time may also be dedicated to reference and assisting with exhibition research. A knowledge of American history, literature, maritime history, or geography is advantageous, yet not required.

Required: Enrollment in or graduation from an ALA-accredited master's program. Completed coursework in archival theory and practice or relevant experience with archival materials is required. Solid time management skills. Familiarity with descriptive standards and metadata schemas. Excellent verbal, written, and interpersonal communication skills. Ability to work independently, to seek clarification, and to offer suggestions when needed. Physical requirements include the ability to lift up to 40 lbs.

Housing is provided, plus a stipend of \$2500 for a ten-to-thirteen week internship beginning in January 2018. Dates are flexible depending on the availability of the intern.

Please send resume, letter of interest, and contact information for three references to [miller@nha.org](mailto:miller@nha.org). Deadline for applications is November 30, 2017, or until filled.