



HISTORY CENTER

OF OLMSTED COUNTY

ARCHIVES DEPARTMENT INTERN

The History Center of Olmsted County, a local history museum with a diverse collection, is seeking a digitization intern to work with the Archivist. The History Center Archives has a large collection of photographic material and is in the midst of digitizing it for purposes of preservation and access.

Responsibilities

- Create high resolution scans of photographs using specialized equipment and software
- Convert scans to low resolution copies for watermarking
- Watermark scans
- Upload watermarked scans to collections management system
- Participate in museum events as needed
- Support the Archivist with other tasks as assigned

Qualifications

- Strong attention to detail
- Strong organizational and communication skills
- Previous experience with digitization is a plus, but not required
- Learn and adapt to new computer software and hardware with ease
- Able to lift 50 lbs.
- Able to stand or sit for long periods of time
- Occasionally work in outdoor weather conditions (for events as needed)
- Enrolled or plan to be enrolled in an undergraduate or graduate degree program in history, library science, museum studies or a related field

Summer 2022 Internship Dates

May through the end of August, 15-30 hours a week, includes some nights and weekends.

Application Instructions

To be considered for an internship, please submit resume, cover letter, and Internship Application. Cover letter should include dates applicant is available, what skills, abilities, and experiences the candidate brings to the position, and how the internship relates to candidate's long term goals. Resume and cover letter should be sent to the Archivist at archivist@olmstedhistory.com.

Application Deadline: Applications will be accepted until position is filled.

This job description is subject to change at any time. The History Center of Olmsted County is an Equal Opportunity Employer.



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History Center of Olmsted County Internship Application

1195 West Circle Drive SW; Rochester, MN 55902
507-282-9447
olmstedhistory.com

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____ Cell _____

Best time to reach you _____

Emergency Contact _____ Phone _____

Availability: Start date _____ End date _____

How many hours do you need to complete your internship requirement? _____

Preferred Hours (Mark all that apply)

	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 9:00-1:00					
Afternoon 1:00-5:00					

Need flexible schedule _____ (**Other Hours available by arrangement.**)

Name of school: _____

Grade level: _____

Field of Study or Degree: _____

Previous Volunteer Experience _____

Please share any physical limitations that may influence your activities here.

How did you learn of the intern opportunities at HCOC? _____

Please list the name of two personal references and their phone numbers.

1. _____ 2. _____

I certify that the statements made in this application are true and have been given voluntarily. I also understand that I will not be paid for my services as an intern.

Your Signature _____ Date _____