

Salary: \$10/hour for up to 200 hours, without benefits

Hours: Flexible schedule of 20-25 hours per week

Duration: Temporary, May 2019-August 2019

Deadline for applications: For best consideration, applications should be received by March 29, 2019. Position considered open until filled.

## **Purpose and Scope**

The Southwest Georgia Regional Library System in Bainbridge, Georgia seeks highly-motivated, responsible applicants for a summer Digitization Internship fieldwork opportunity. This is a part-time, paid summer internship opportunity lasting from May-August 2019, for a total of 200 hours of work.

Intern work shall be conducted onsite at either the Southwest Georgia Regional Library System in Bainbridge, Georgia or at the Georgia Public Library Service offices, as determined by the project needs and student's location.

Accommodations will gladly be made for candidates completing the internship for course credit.

## **Minimum Education, Training, and Experience**

The successful candidate will have a demonstrated desire to work with archival materials, will possess excellent communication skills, be detail-oriented, able to work independently, have fine manual dexterity, strong written and verbal communication skills, and strong experience using Windows-based applications and the Google Suite.

## **Essential Duties and Responsibilities**

This position requires dependability, tact, knowledge of library policies and procedures, and the ability to work as part of a team. The ability to start, finish, or pick up work projects at various points, without direct supervision, is vital. Assignments will vary according to the individual project needs, and the intern may assist with other tasks as assigned. All equipment and training will be provided by Georgia HomePLACE.

The 2019 HomePLACE Summer Intern will contribute toward making digitally available 49 moving image oral history interviews with WWII veterans from the Bainbridge, Georgia area. The project, which was conducted from 1998-2008, was winner of a 2002 National Award for Library Service from the Institute for Museum and Library Services.

The Digitization Intern will:

- Research biographical details about the interviewees, as well as relevant historical information about WWII in order to best describe the collection;
- Research any privacy restrictions;
- Create a collection-level finding aid and box list;

- Rehouse original media into archival enclosures where required;
- Convert recordings from VHS to digital video;
- Perform quality control checks to ensure successful conversion;
- Record descriptive metadata and create a detailed record for each recording;
- Hand key transcription for full-text searchability;
- Create a press release and other promotional material, including but not limited to blog and social media posts and a web graphic;
- Assist staff of the Southwest Georgia Regional Library System in designing and implementing a public program related to the themes and content of the digitized collection;
- Prepare a report of work completed
- If applicable, complete work required for course credit.

The Digitization Intern may:

- Tour the DLG and GPLS offices and work with staff to ingest the records and recordings;
- Reach out to the partner organizations for possible collaboration;
- Co-curate an online exhibit and/or subject guide to related collections.

### **Knowledge, Skills, and Abilities**

- Knowledge of general library and archival principles and philosophy;
- Computing proficiency, including the use of Microsoft Office and Google Suite applications;
- Knowledge of basic library operational principles, practices, and application of SWGRL policies, procedures, and activities;
- Effective communication and interpersonal skills;
- Ability to work with people with tact, patience, and courtesy;
- Ability to maintain regular, predictable, and punctual attendance;
- Ability to learn metadata standards and schemas;
- Ability to learn technical process for making digital files publicly accessible;
- Ability to read and interpret print, script, or cursive handwriting.

### **ABOUT THE PARTNERSHIP**

The Summer Digitization Internship program is a partnership between the Southwest Georgia Regional Library System and Georgia HomePLACE, a unit of the Georgia Public Library Service.

The mission/purpose of the Southwest Georgia Regional Library System is to provide comprehensive library and information services adequate to meet the needs of the community.

Georgia HomePLACE encourages public libraries and related institutions across the state to participate in The Digital Library of Georgia, an initiative of GALILEO. HomePLACE offers a highly collaborative model for digitizing primary source collections, and is supported with Federal LSTA funds administered by IMLS through the Georgia Public Library Service, a unit of the Board of Regents of the University System of Georgia.

#### TO APPLY

##### Application Deadline

For best consideration, applications should be received by March 29, 2019. Position considered open until filled. Please submit a completed application, cover letter, resume, unofficial copies of undergraduate and graduate transcripts, and a list of 3 professional references to [jobs@swgrl.org](mailto:jobs@swgrl.org).

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.