



Digital Engagement Collections Internship

Supervised by Chris Rockwell, Librarian & Melanie Tran, Curator

Purpose: Intern will contribute to the Museum's digital engagement initiatives such as social media and crowdsourcing projects while focusing on all mediums from the Museum's collections.

Scope:

1. Digitize collections materials through scanning and photography.
2. Museum collections handling best practices.
3. Digital file management.
4. Content creation for social media campaigns.
5. Research the Museum's collections using various databases.

Project: Contributing to the Museum's social media work, the intern will research, compile and create content for a comprehensive campaign throughout the internship as well as shorter posts. The intern will assist with digitizing and researching collections.

Reporting Location: California State Railroad Museum, Old Sacramento SHP

Deliverables:

1. Completed and published social media campaign
2. Digitized collection files

Requirements:

1. Ability to lift, stoop, bend and sit/stand for a long period of time.
2. Ability to lift up to 25 lbs.
3. Exposure to dust, dirt and grease.

Sample Timeline (based on 8 hours a day):

WEEK 1	<ul style="list-style-type: none">• Team orientation meeting.• Introductions to staff.• Explore the museum.• Internship overview and expectations with supervisors.• Review collections handling professional standards and resources (ongoing).• Introduction to collection.• Overview of Library & Archives storage areas.• Site visit to Statewide Museum Collections Center.• Social media orientation with social media managers.
WEEK 2	<ul style="list-style-type: none">• Introduction to digitization tools and file management.• Introduction to social media campaign.• Collections exploration through databases.
WEEK 3	<ul style="list-style-type: none">• Digitize collections and file management.• Develop campaign plan.
WEEK 4	<ul style="list-style-type: none">• Directed by staff, submit shorter posts to social media team.• Digitize collections and file management.• Mid-internship check in conversation and evaluation.
WEEK 5	<ul style="list-style-type: none">• Digitize collections and file management.• Work on social media campaign.
WEEK 6	<ul style="list-style-type: none">• Digitize collections and file management.• Work on social media campaign.
WEEK 7	<ul style="list-style-type: none">• Digitize collections and file management.• Work on social media campaign.
WEEK 8	<ul style="list-style-type: none">• End of internship check in.• Finalize social media campaign.
WEEK 9	<ul style="list-style-type: none">• Submit materials for social media campaign.• End of internship evaluations.

To Apply:

Send resume and a 1-page cover letter to Lori Hanley, Internship Coordinator, at ghanley@csrmf.org. Cover letter should address: 1) why you'd like to intern at the California State Railroad Museum, 2) the qualifications that make you a good candidate for this position, 3) how you might use this experience in your future career.