

# ChicagoHistoryMuseum

**Intern Project Description** Photo/Scanning Assistant

**Supervisor:** John Alderson, Sr. Photographer

**Objective:** Advance CHM digital image resources.

**Responsibilities:** Scan collection photos and negatives as needed for publishing and collection use; operate digital cameras/printers as needed.

**Qualifications:** Photoshop skills, some familiarity with traditional photo tone correction; general photography experience.

**Final Product:** Digital image files for CHM archives.

**Dates of Project:** Summer term

**Time commitment:** 14 hours a week minimum

**Application Deadline:** We are currently accepting applications for this project.

**How to Apply**

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHS and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.