

Intern Project Description

Project Title: Describe Civil War Era Photographs

Supervisor: Chief Cataloger

Objectives:

Fill in detailed descriptions of Civil War era photographs that will aid conservators in assessing these original photographs and helping the photographs to survive longer. The descriptions also may be repurposed as cataloging someday when the photographs are scanned. The intern will also help Chicago History Museum fulfill its ongoing mission to preserve historical materials and make them available for research. The intern will learn details of Civil War history and of the history of photography, ca. 1850s-1860s.

Responsibilities:

Examine the original photographs to gather more information about them; compile information about approximately 400 of the larger original photographs in a Microsoft Word table; examine the photocopies of Civil War photographs already compiled in a set of notebooks and transcribe the information about each of the larger original photographs; notice similar or duplicate images and annotate them; identify the subjects of photographs by comparing them with other photographs.

Qualifications:

Aptitude for working with visual information, recognizing sites and people viewed from different angles, studying clues in the picture that indicate the date. Qualified candidates must be able to formulate accurate, detailed description in good phrasing (and accurate spelling) that is easily understandable to the general public, school children, and scholars and suitable for submission to national databases. This project requires very accurate entry of information on the computer keyboard in Microsoft Word, including ID-numbers. Knowledge of Civil War history and the history of photography will be useful but not required.

Final Product (if any) Expected at the End of the Internship:

A Microsoft Word table containing detailed information that will help conservators care for the original photographs and help reference staff serve these photographs to researchers. Also, any report the intern wishes to write about his/her experiences.

Dates of Project: Summer term, 2012; the project is ongoing

Time commitment: 12 hours each week (ca. 9:30 a.m.-4:30 p.m.), for at least 10 weeks during Monday through Friday (summer schedule).

Application Deadline—if applicable: May 30, 2012

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 CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

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.