

2018 Smithsonian Archives of American Gardens Internship

WSU School of Information Sciences Information on behalf of
WSU School of Information Sciences

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To: SISINF@LISTS.WAYNE.EDU <SISINF@LISTS.WAYNE.EDU>;

2018 Smithsonian Archives of American Gardens Internship Deadline: February 1, 2018

The Smithsonian's **Archives of American Gardens**, an archival program managed by the Horticulture Collections Management & Education branch of Smithsonian Gardens, is seeking interns to assist with the following projects:

- Assisting with digital asset management of born digital or newly digitized materials
- Cataloging photographic materials including new submissions to the Garden Club of America Collection
- Researching and writing on garden history and design topics to develop succinct reports for Garden Club of America field volunteers
- Developing timely, educational content for Smithsonian Gardens social media platforms to promote holdings of the Archives
- Assisting with special projects as necessary (i.e. approving transcribed materials in the Smithsonian's Transcription Center)

Desired qualifications:

- Graduate degree candidate in museum studies, public history or information studies with courses in collections management for archives or museums
- A very high attention to detail and excellent organizational skills
- Knowledge of archival description standards: DACS, MARC, and EAD, DACS
- Previous experience working with photographic or visual materials preferred

Location: Smithsonian Gardens' headquarters at Capital Gallery West, 600 Maryland Ave, S.W., Washington, D.C. Located near the L'Enfant Metro station (Blue, Yellow, Green, or Orange subway lines) – Smithsonian museums exit.

Schedule: Starting as early as April through December of 2018.

Funding: Up to \$4,000 full time for a 10-week internship. Stipend available through the Garden Club of America if application received by the Feb. 1 deadline.

How to Apply

To apply, applicants must create an account and submit an application online to the Smithsonian Online Academic Application System (SOLAA) at <https://solaa.si.edu>.

Questions

If you have questions about the internship or application process, please contact Museum Specialist, Kelly Crawford at crawfordk@si.edu or 202-633-5844.



Smithsonian Gardens

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Smithsonian Gardens

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Smithsonian Gardens creates and manages the Smithsonian's outdoor gardens, interiorscapes, and horticulture-related collections and exhibits.

