Smithsonian Gardens, Archives of American Gardens offers paid and unpaid internships year-round to students enrolled in graduate programs who wish to gain professional experience in learning about the management of and providing public access to a photographic archive.

The Archives of American Gardens’ intern will assist primarily with cataloging series and item level descriptions in the Horizon database system and apply embedded metadata to corresponding digital assets. The intern will also assist with the digitization of archival materials (35mm slides, negatives and photographic prints), write interpretive materials utilizing the collections, assist with social media initiatives, prepare teaching tools for field volunteers engaged in documenting gardens for the Archives, and enter reference requests into an Access database. The intern may have an opportunity to assist with discrete components of the processing, arrangement and housing of collections, and develop parts of inventories and/or finding aids. The intern will report to a team of three museum specialists to carry out the following tasks:

- Synthesizing information in newly acquired collections to create series/garden level descriptions
- Creating MARC-based collection, series and item level records for the Smithsonian’s online database (www.siris.si.edu) and reviewing database records for accuracy
- Renumbering image files and embedding metadata in digital assets in preparation for digital asset management system ingestion
- Assist with providing additional access points to images already in the digital asset management system
- Conducting research on garden history and design related topics using approved sources
- Creating postings on Facebook and Twitter for Mystery Monday and Tag-it-Tuesday initiatives
- Developing succinct reports or articles on the garden documentation process for field volunteers
- Interns with prior experience with the creation of finding aids may have an opportunity to work on a project to convert legacy archival finding aids and inventories to the EAD format using Archivists Toolkit and Steady
- Interns with interest and advanced experience with audio-video materials will have the opportunity to assist with the rehousing of a small collection of 16mm film

**The ideal candidate is pursuing a graduate degree in Library and Information Science or Archival Studies and has the following skills:**

- Cataloging and/or metadata in an archival, museum or library setting
- A very high attention to detail and good organizational skills
- Excellent writing abilities and communication skills
- Knowledge of MARC, CCO, EAD, DACS, and relational databases
- Willingness to adapt to changing priorities and circumstances and update project schedule accordingly
- Ability to work independently and in a team environment
- Self-starter with a strong work ethic

**Interest in:**

- Archival or visual resource collection
- Image management and structured data
- History, art history, garden or landscape studies
- Social media for archival outreach and education
- Gaining hands-on experience using the following software programs: SirsiDynix Horizon system, Adobe Bridge/Photoshop, Open Text, Hootsuite, Microsoft Office Suite and Microsoft Access

**Deadlines**

Winter/Spring Internships: **November 15**

Both Summer and Fall Internships: **February 1**

Archives of American Gardens' intern applicants must apply for both Archives of American Gardens' internship and the Garden Club of America's Garden History and Design Scholarship to be considered: [https://www.gcamerica.org/index.cfm/scholarships/details/id/14](https://www.gcamerica.org/index.cfm/scholarships/details/id/14)

If you have any questions about his internship, please call me at 202-633-5845.

Thanks and we’ll look forward to receiving your application.

Paula Healy
Smithsonian Gardens
T: 202-633-5845