



UCF CHDR and NS MOH Preservation Project Digitization Intern

The Center for Humanities and Digital Research (CHDR) at UCF, in collaboration with the New Smyrna Museum of History (NS MOH), seeks an energetic, creative, and organized Digitization Intern for the spring semester. The internship will focus on the digitization and preservation of an historic newspaper collection, management of corresponding metadata, potential transportation of archival materials, and participation in an outreach project to promote community engagement with the digitization project. The Digitization Intern will gain hands-on experience with advanced scanning, digitizing, and OCR equipment and processes as well as metadata management. Intern will learn how to handle archival materials and develop a working relationship with our community partner.

Duties include but are not limited to:

- Assisting with digitization of material artifacts (print as well as microfilm).
- Organizing and enhancing metadata associated with artifacts.
- Proof data for accuracy.
- Transporting (where feasible) archival materials between NS MOH and UCF .
- Creating outreach tools to educate the public about museum services, archival research, and digital opportunities.

The intern will work 10-12 hours a week for 15 weeks (total of 180 hours at the semester's end) for 3 credit hours. Candidates must have availability for the entire enrolled semester and work according to a schedule collaborated with the program manager. Candidates should preferably be a junior or senior undergraduate or a higher status.

Qualifications

- Enrolled at UCF and pursuing a degree in History, Public History, or a similar field.
- Experience, coursework, or strong interest in archives, local history, or museums are a plus.
- Ability to work independently/self-motivated with minimal direct supervision.
- Is comfortable in an environment that might require flexibility and adaptability.
- Familiar with technology and computers.
- Ability to lift and carry up to 20 lbs.
- Excellent organizational, research, and writing skills.
- Strong attention to detail.

If you are interested in the UCF CHDR and New Smyrna Museum of History Newspaper Preservation Project internship, please send a resume and cover letter to Mike.Shier@ucf.edu by 11:59 PM EST on April 28, 2025.

