

Lou Frey Institute/RICHES™ of Central Florida Digital Preservation Internship

The Lou Frey Institute and the Regional Initiative to Collect the Histories, Experiences and Stories (RICHES)™ of Central Florida are seeking a digital preservation intern for 10-12 hours per week, for 15 weeks, totaling 150-180 hours at the end of the semester, for 3 credit hours of graded course work. Candidates should be Senior Undergraduate or Graduate Students. Undergraduates who have completed HIS 4150 will be given preference.

Candidates will work with staff at the Lou Frey Institute and RICHES to create digitize and create metadata for archival materials from Lou Frey's collection for online publication on the RICHES Mosaic Interface™ (RICHES MI). RICHES MI is an interactive database that is temporally- and spatially-based.

Qualified individuals should submit a resume via email to Dr. Doug Dobson at Doug.Dobson@ucf.edu.

Position description:

Intern will work under the direction and guidance of Dr. Dobson and Laura Cepero, RICHES™ Metadata Editor.

Duties will include:

- Digitizing materials in archival format, cropping images accordingly, saving files in designated locations.
- Creating metadata using standards established by Dublin Core and RICHES of Central Florida.
- Conducting historical research related to digitized materials.
- Conducting an oral history with Lou Frey as part of the research related to digitized materials.
- Submitting metadata for review and revising metadata for final submission.
- Uploading metadata and images onto Omeka.
- Designing and implementing a digital exhibit on Omeka.

Requirements:

- Ability to work in an interdisciplinary environment.
- Strong written and communication skills.
- Ability to lift at least 15-20 pounds.
- Experience with Microsoft Excel.
- Ability to work independently on multiple tasks while maintaining quality and meeting deadlines.
- Preference will be given to those familiar with scanning equipment, Microsoft Excel, Dublin Core (DC), and/or Omeka.

At the end of the semester, the intern will present the project to Institute and RICHES™ staff. Mid-term and end of the semester evaluations will be conducted by Dr. Connie Lester, Director of RICHES™.