

ARCHIVAL VIDEO INTERN

POSITION DESCRIPTION

The Archival Video Intern will work under the supervision of the Digital Research Manager and the Content Manager in a research and archive project of moving images for use in the core exhibitions for the National September 11 Memorial Museum. The internship will provide the student with the opportunity to develop practical skills in a museum environment, to introduce the student to a diversity of museum professionals, to receive routine and instructive feedback on their work, and to learn how researchers and archivists are involved in the process of developing an exhibition.

RESPONSIBILITIES

In 2009, exhibition design for the Memorial Museum will be in Design Development. During this period, Exhibition Development will be collecting and identifying specific moving image assets (video recordings, broadcast television footage, documentary films, etc.) and other born digital materials to be considered for the Museum's exhibitions and inclusion its Digital Resource Center. The intern will be actively engaged in these efforts through a research and cataloguing project that involves the following activities:

- Cataloguing, tagging, and time-stamping of broadcast television footage and citizen video documentation as related to exhibition themes.
- Comparing and analyzing footage from local and cable sources, as well as national and international feeds.
- Analyzing audio recordings, moving image footage, and associated transcripts with regards to local and federal agency response to the events on September 11, 2001.
- Entering moving image assets into the Museum's asset management system.

QUALIFICATIONS

- Currently enrolled as an undergraduate or graduate student in a liberal arts, library and information science, museum studies, film, communications, or digital preservation program.
- Excellent written and oral communication skills.
- Demonstrated research skills and organizational skills.
- Familiarity with a range of computer programs, including Microsoft Office suite. Understanding of database systems, file format conversion software, and video editing programs preferred.
- General knowledge of September 11, 2001 and February 26, 1993 events.
- Ability to deal with difficult and sensitive materials related to events of September 11, 2001.

INTERNSHIP CREDIT

The internship duration will be for the Spring 2009 semester between the months of January and May. The intern will be expected to engage in the internship 10-20 hours per week during regular business hours of 9:00 am to 5:00 pm. The Memorial Museum will work with intern's university program to meet specific for-credit internship guidelines. This is an unpaid internship. Interns are not disqualified from, but are not entitled to, a position with the National September 11 Memorial Museum upon completing their internship.

PLEASE REPLY TO

Please send cover letter and resume to: museum@sept11mm.org. Please include "Archival Video Intern" in the subject heading.