Photographic Negative Processing Intern/Volunteer

The Donald C. and Elizabeth M. Dickinson Research Center at the National Cowboy & Western Heritage Museum seeks a detail-oriented, organized, and enthusiastic Photographic Negative Processing Intern or Volunteer. The project consists of identifying, sleeving in mylar, and recording 23,000 negatives in the James Cathey Quarter Horse and Rodeo Photographs. This opportunity is a great introduction to archival best practices and can be used for class credit if needed. The selected candidate will gain experience in archival preservation of photographic negatives, identification, description, and processing. The position is unpaid and available for a four month term with flexible hours M-F 8:00am-5:00pm. Training will be provided.

To apply, please submit a cover letter and resume to askarchives@nationalcowboymuseum.org.

Responsibilities:

- Sleeve in mylar and rehouse 23,000 photographic negatives
- Identify the negatives on each sleeve
- Record the sleeved negatives in a database
- Keep track of the project's progress
- Contribute to the collection's metadata database

Necessary Skills and Qualifications:

- High attention to detail
- Ability to complete repetitive tasks without error
- Moderate Excel experience
- Student or graduate of a Museum Studies or LIS undergraduate or graduate program