

## JOB DESCRIPTION FOR DEPARTMENT INTERNS

### **DIGITAL STUDIO INTERN**

#### DUTIES WILL INCLUDE:

Work with the Digital Photographer to facilitate smooth workflow processes. Assist the Digital Photographer in moving art objects to and from the Digital Studio. Using Microsoft Excel spreadsheet software, help to maintain records of images produced by the Digital Studio. Update and input relevant image data within the Museum's electronic Collections Management system, TMS. Label and file CDs of digital images. Assist with documentation and other photography using a digital SLR camera. Other duties as assigned.

#### QUALIFICATIONS NEEDED:

- Working knowledge of Mac OSX and Excel
- Focus and attention to detail
- Interest in photography required
- Experience with digital imaging a plus
- Strong communication skills
- Must be punctual, reliable, alert, dexterous and discrete