

Digital Asset Management Internship

Department: Rakow Library

Reports to: Digital Asset Manager and Strategist

Summary

The Digital Initiatives Department within the Rakow Research Library is pleased to offer this opportunity to learn more about digital asset management within museum library, special collections, and archives settings. Working with Rakow Library staff, the intern will have opportunities to develop experience working with digitized library resources, digital asset management systems, and contemporary library and archives information systems. This internship also coincides with a major initiative to modernize the Museum's approach to online collections access. Interns will be invited participate in this effort by contributing to our benchmarking efforts. This is a virtual, unpaid internship.

Responsibilities

Digital Asset Management

- Prepare and organize digital resources for ingestion into the Piction Digital Asset Management System.
- Monitor ingestion job progress and system status.
- Complete quality control procedures.
- Contribute to documentation of evolving workflows.

Metadata and Systems Integration

- Apply XSLT-based metadata transformations from MARC21 XML to Piction XML.
- Create and update digital representations for bibliographic records in Alma using the Alma interface and API.
- Understand and apply Creative Commons licenses to digitized resources.
- Complete quality control procedures.
- Evaluate metadata transformations and develop recommendations for improving workflows and discoverability in Piction.
- Pilot workflows to publish digital assets to the Primo discovery layer, Archivesspace, and the Internet Archive.

General

- Supports and amplifies the Museum's commitment to diversity, equity, inclusion, and access.
- Participate in CMOG's collections online strategy development by benchmarking digital libraries used by other museum libraries.

Learning/Training Opportunities

- Learn about our organizational communication and culture by attending One for All (all-staff), department, and team meetings.
- Improve career readiness through participation in learning opportunities provided by the Museum.
- Access to Safety, Information Security, and Institutional Wellness trainings.
- Learn fundamental digital library and asset management skills.
- Develop an understanding of digital asset management career opportunities.
- Participate in Digital Library Federation – Museum Cohort conversations.
- Interested students are encouraged to develop case studies in areas that match their interests and career objectives.

Qualifications

- Respect and exemplify the values of the Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public.
- Ability to represent the Museum in a professional manner.
- Adhere to all prescribed organizational and departmental policies and procedures, including CMOG's network user agreements and information security policies.
- Currently enrolled in an MLIS degree program and eligible for course credit.
- Demonstrated interest in digital asset management or digital library systems in special library/archives context.
- Strong computer skills and confidence in learning new applications and technical environments.
- Familiarity with Windows Server and command-line operations (e.g. Windows Batch Files, Python-based utilities).
- Familiarity with common cultural heritage metadata formats (MARC, Dublin Core, etc.)
- Strong organizational skills and attention to detail.
- Ability to work independently at a distance; ability to take direction.
- Flexible schedules will be considered according your program's credit requirements.

Additional Benefits

- 25% Discount in The Corning Museum of Glass Shops and shops.cmog.org.
- 25% Discount in The Corning Museum of Glass Café when on site
- Free admission to the museum for you and your guests

Application Instructions

Submit the following items to interns@cmog.org by March 30:

- Current CV/resume
- Cover letter explaining your interest in the position and how it aligns with your career goals.
- Information about your MLIS program's internship /practicum requirements.