



**Loretto Literary and Benevolent Institution
Loretto Heritage Center DAMS Intern**

We work for justice and act for peace because the Gospel urges us

Introduction:

The Loretto Heritage Center Museum and Archives, the repository for the 210-year history of the Sisters of Loretto, is seeking an archives intern for Fall 2023. The Fall 2023 internship is a remote, part-time position with flexible hours and schedule based on intern availability and needs. The intern will work in our Digital Asset Management System (DAMS) to organize digital assets and code metadata for searchability.

Working under the supervision of the Heritage Center Director and the Archivist, the DAMS intern will work to process a portion of the Peg Jacobs Photo Collection, a large collection of digital photos taken over two decades at the Motherhouse in Nerinx, KY. The photographs are uploaded to the Heritage Center's digital asset management system (DAMS). The intern will primarily be appraising the photos for research and use value as well as eliminating duplicates. The intern will also use a mixture of controlled and uncontrolled vocabulary to tag photos for searchability and fill in custom fields with information for Loretto's Communications team. In addition to these tasks, the intern will reorganize the digital assets from layers of folders and subfolders into an order that makes sense within the overarching system. Periodic Zoom meetings between the intern and Archivist will ensure that the project stays on course and will serve as an opportunity for questions and discussion.

Job Duties:

- Coding metadata on digital assets, mainly photographs in Canto (DAMS)
- Checking for duplication of photographs and other digital assets
- Digitally organizing the photographs while maintaining the context of the original order

Qualifications:

- **Must be a resident of Colorado, Kentucky, Iowa, Missouri, Ohio, New Mexico, or Wisconsin.**
- Current or recent graduate student in Library and Information Science, Public History, or related field with a concentration or strong focus on archives.
- Interest in women's, United States, religious, and 19th-20th century history.

Location:

This internship is entirely remote and will be completed online. Occasional Zoom calls will be required Monday-Friday 9-5 ET. The majority of the work will be completed on the intern's own schedule. A stable internet connection and access to a computer are required.

Job Requirements and Stipend:

This is a paid internship requiring 120 hours of work during the Fall 2023 semester. Start and end dates are flexible based on the candidate's schedule.

The intern will receive a \$1000 stipend at the conclusion of the internship.

To Apply:

- Send materials to Heritage Center Archivist Reba Weatherford at RWeatherford@LorettoCommunity.org with subject line "[Last Name] Loretto DAMS Internship Application 2023"
 - Cover letter
 - Resume with work history
- Deadline for applications is August 18, 2023.