Internship Description Posting

Organization Name

The Ohio State University Libraries

Job/Internship Name

Digital George Bellows Record Books & Ledger

Internship description (type of work/possible projects). In other words, how the student will spend their internship hours?

The Ohio State University Libraries seeks a detail oriented and organized MLIS, MI, or Master of Art History student to work as a Metadata Intern during the Spring 2023 semester. The position pays $14.17 per hour and lasts for 19 weeks. This grant-funded internship involves creating metadata, managing digitized image files, and ingesting records for the George Bellows record books and ledger in Digital Collections (DC, https://library.osu.edu/dc/), OSU's platform for digitized and born-digital special collections and archival resources. As per the catalog record (https://library.ohio-state.edu/record=b6977717~S7), “The record books and ledger of internationally renowned, Columbus born artist George Bellows (1882-1925). Bellows, acclaimed as among the greatest American artists of his generation, maintained meticulous records of his artistic production including sales and exhibition showings, as well as documentation of works that were destroyed. Moreover, Bellows augmented the record books with over 200 thumbnail sketches of his original art. These documents are a unique research resource for the study of the historical art market, and the taste and culture of early 20th-century America. They are both records of an artist's life's work and art pieces in and of themselves. The record books were continued by family and the Bellows Trust until 1997.” As a result of this project, the digital collection will be shared with the Ohio Digital Network (https://ohiodigitalnetwork.org/) for harvesting by the Digital Public Library of America (https://dp.la/). Course credit can be arranged.

Preferred skills, competencies and knowledge of student. (Internship site can recommend that certain classes or should be completed prior to internship or that certain skills will are desired)

Coursework in metadata, cataloging, archives, or art history is required for understanding core concepts in this work. Proficiency with Excel spreadsheets is required. Experience with other data manipulation tools, e.g. OpenRefine, is preferred.

Projected schedule (number of hours a week) or if necessary the range of dates intern is needed – knowing that this is negotiable

The intern works 15 hours per week for a total of 19 weeks during the Spring 2023 semester (January to June). While on-site work is needed, hybrid work options are available.
How to apply (including contact person/institution supervisor. Do they need a resume etc.)

Applicants can use Workday to apply for this position. Please attach cover letter and resume with online application.

Deadline for application

October 15, 2022

Location of organization

Columbus, Ohio

Paid or Unpaid?

Paid

If paid, at what rate?

Rate: $14.17/hour