Media Preservation Internship

Overview

Support CCE Onondaga's Communications & Archives with hands-on work to digitize, restore as available, describe/document, and steward photo, video, and audio historical record assets. You'll preserve institutional memory while creating access copies that fuel education, outreach, and future social media storytelling.

Key Responsibilities

- **Collection intake & triage:** Survey boxes/drives to identify formats (prints, slides, negatives, CDs, born-digital).
- **Handling & rehousing:** Basic cleaning, sleeving, labeling, and storage using archival enclosures and box-level tracking.
- **Digitization support:** Assist with scanning and A/V capture; apply file-naming conventions and capture settings per templates.
- **Metadata & description:** Create minimal records using templates; add keywords for discovery.
- **Quality control & file management:** Conduct spot checks, maintain logs, and organize masters/derivatives in structured folders.
- **Access & storytelling:** Select clips and images for outreach; partner with the Communications team to surface preserved content for IG/FB.
- **Rights & ethics:** Note copyright, permissions, privacy/consent (especially for youth), and flag restricted content for review.

Learning Objectives & Academic Alignment

- Differentiate preservation, conservation, and digitization
- Apply basic archival handling standards (temperature/humidity, light exposure, chain of custody).
- Practice description and metadata basics; understand the role of controlled vocabularies and finding aids.
- Meet common internship expectations: clear learning goals, 120–150 hours/semester, weekly supervision, midpoint/final evaluations, and credit paperwork support.

Eligibility & Skills

- Enrolled in Library & Information Science, Museum Studies, Archives, Public History, Digital Media, Photography/Film, Communications, or related fields.
- Detail-oriented with strong file-management habits; comfortable using spreadsheets or logs.
- Experience with scanning or audio/video editing (e.g., Lightroom, Premiere, Audacity) helpful.
- Ability to lift and move archive boxes up to ~25 lbs; ability to sit/stand during scanning sessions.

Schedule, Compensation & Location

- **Schedule:** 8–15 hours/week during the semester; primarily on-site with some remote metadata work.
- **Compensation:** For-credit internship
- **Location:** CCE Onondaga office in East Syracuse, NY.

Deliverables & Assessment

- Digitized sets with intake logs and minimal metadata spreadsheets.
- Organized master and access files using standardized folder and naming conventions.
- A short end-of-term portfolio/reflection aligning with academic requirements; supervisor evaluations provided.

To Apply:

Send your resume and interest letter to: **Hillary Chartron-Bartholomew**, Director of Human Resources, IT, Communications, & Operations - at *HKK39@cornell.edu*

Optional: Your school's internship paperwork/learning contract for credit approval.