



Digitization Intern

AT THE RICHARDSON-BATES HOUSE MUSEUM

About the Museum

The Richardson-Bates House was built in two stages as a private residence for Maxwell Richardson, a local attorney, real estate broker and two-term mayor of Oswego. The house was completed in 1889 and was a home to four generations of the Richardson family. Today the Richardson-Bates House remains one of the most intact house museums in New York State, which also features an extensive archival collection and exhibit space documenting the history of Oswego County.

There has been a large shift in museum culture towards digitizing physical collections, whether they be photos, original documents, books, or archives. This internship is twofold: first, a collection must be assessed for its current organizational state; second, a finding aid must be created and used to guide digitization. An intern on one of these digitization projects will focus on one collection, from beginning to end, and follow museum guidelines to ensure the proper preservation of our historical society's collections.

Responsibilities

- Follow the museum's standards and guidelines for organization and digitization
- Scan all objects in a collection
- Conduct research on items with little to no background information
- Enter all objects—so long as they are accessioned properly—into PastPerfect, the museum's digital archival software

Qualifications

- Junior or Senior class standing at SUNY Oswego; History majors or Museum Studies minors preferred
- Available to work 8 - 10 hours per week, for a total of 120 hours
- An eye for detail, and commitment to thorough work

This is an unpaid internship. Any interested applicants can send a resume and statement of interest to Evie Frederiksen at assistant@rbhousemuseum.org.