Digitization and Document Locator Internship Opportunity

**Smithsonian Institution**

**Project Name:** Smithsonian Facilities Digitization and Document Repository

- Number of weeks: 10 weeks with the ability to extend to 12 weeks
- Hours: 32-40 hours per week
- Location: 600 Maryland Ave. SW, Washington

**PURPOSE OF SF INTERNSHIPS AT THE SMITHSONIAN**

The Smithsonian Facilities (SF) Digitization and Document Locator internship will provide to the intern a practical learning experience in managing facilities integrating with various data repositories and hands-on experience with various formats of building drawings/plans including BIM and AutoCAD. Expected competencies will vary according to the specific area of study, academic requirements of the university, and professional goals of individual students.

**PROJECT DESCRIPTION**

Students will assist in managing the facility’s documents/drawings and a searchable network database of archived documents. These wiki pages/repositories are the launch points for BIM models and related facilities information. The intern(s) will verify document accuracy, update metadata and research digitized floor plans as compared to the actual constructed space. This internship will also include field interviews of maintenance and operational staff to assist in developing a digitization approach to record keeping.

**STUDENT RESPONSIBILITIES**

Students will engage in activities that contribute to the smooth functioning of the specific internship experience. Depending on the internship experience, students will be expected to demonstrate competencies from among the following: oral and written communication, leadership, initiative, self-monitoring, subject matter knowledge (developing and designing wiki pages).

**SUPERVISORY RESPONSIBILITIES**

The supervisor will provide student(s) with assignments and activities that will provide the opportunity for the student to learn about and participate in a professional capacity in the management of Documents Locator. The supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in Building Information Modeling Wiki Page Development, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

**PROJECT OUTCOMES**

1. The development of Document Locator and updates to wiki pages.
2. Increase the digitization of documents in Maintenance and Operations.
3. Presentation to SF senior staff of final project (including the process used, results obtained, benefits to SF and suggested follow-on work)

**LEARNING OBJECTIVES**

1. Hands-on experience in development of facilities document management
2. Understanding and experience with Microsoft SharePoint and Smithsonian document management systems

Visit our website for more information. | E-Mail: SFinternship@si.edu