Smithsonian Facilities Communications Internship Opportunity

**Project Name:** Photography and Digital Asset Management

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

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**PURPOSE OF SF INTERNSHIPS AT THE SMITHSONIAN**

The Smithsonian Facilities (SF) Photography and Digital Asset Management internship will provide practical learning experience in photography and best practices in photo library management. Photo assignments will capture a broad range of activities within the SF mission area, including construction, architecture, maintenance, gardens, safety, and emergency management. These efforts will help build the SF visual identity, with imagery planned for use in reports, websites, and other print and digital outlets. The internship will also offer an opportunity to evaluate and plan for digital asset management for the storage and retrieval of photos. Expected competencies include coursework in digital photography and experience or knowledge with digital asset management solutions.

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**PROJECT DESCRIPTION**

Students will serve as the primary photographer within Smithsonian Facilities. Assignments will be provided by the supervisor and may take place in any Smithsonian facility within the Metro DC area. The student will have the opportunity to take photos in a variety of genres. Activities will set the foundation for a photo library to be used by the Communications team for various communication channels. The student will research and evaluate options for the storage and retrieval of the photos.

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**STUDENT RESPONSIBILITIES**

Students will engage in activities which 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 (photography).

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**SUPERVISORY RESPONSIBILITIES**

Supervisor will provide students with assignments and activities which will provide the opportunity for the student to learn about, and participate in a professional capacity in photography and digital asset management field. Supervisor is also responsible for identifying the expectations of the project and the provision of photo assignments, and the provision of resources, time, and support to facilitate the successful completion of the assignments.

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**PROJECT OUTCOMES**

1. Photographs capturing key SF mission areas
2. Assessment and recommendations for photo digital asset management
3. Presentation to SF senior staff of final project (including process used, results obtained, benefits to SF and suggested follow-on work)

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**LEARNING OBJECTIVES**

1. Hands-on experience taking photos that meet organizational mission requirements.
2. Understanding of best practices in digital asset management.
3. Understanding and experience with Microsoft Office third-party and Smithsonian digital asset management systems.

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