



Photograph Archive Processing Intern Summer 2023

Job Summary:

The Processing Intern for the Photograph Archive will gain hands-on experience working on an archival photograph collection that consists of production and publicity photographs focusing on actors and actresses from the mid- to late-20th century. The intern will arrange, describe, and create database records for the selected collection. The intern will be supervised and mentored by a department Archivist. The intern may participate in other department activities.

This is a limited term internship position beginning in June 2023 through August 2023. The hourly wage for this role is \$16.25.

Duties and Responsibilities:

- Process an archival photograph collection from beginning to end, including the organization, arrangement, description, and rehousing.
- Conduct biographical and historical research related to the collection using the Academy's Margaret Herrick Library resources, other authoritative resources, and outside resources.

Qualifications and Requirements:

- Community college, trade school, and university undergraduate or graduate studies from the class of 2022 and 2023 in good academic standing.
- Minimum one year of study toward degree in related field. Coursework in library and information science, film studies, American studies, or a related field preferred.
- A minimum of 2.8 GPA
- Previous work or internship in a library or archive environment a plus.
- Knowledge of American film history, with broad awareness of major film artists.
- Ability to work on-site in Beverly Hills required.
- Organized and detail-oriented.
- Ability to work independently.
- Ability to lift and move moderately heavy boxes.

If hired, we require all employees to be vaccinated against COVID-19, unless a medical or religious accommodation is needed as determined on a case-by-case basis.

This internship is part of the Academy's Gold Rising program, an 8-week internship enhancement program that incorporates learning opportunities including an intensive two-day orientation, weekly panels, exclusive networking events, workshops, screenings, and mentorship opportunities with Academy members. To learn more, please visit: <https://www.oscars.org/gold-rising>

#LI-DNI