

Archaeological Digital Photography Internship

Description of the Internship

With the assistance of Center staff, the intern will photograph archaeological collections for digital curation. During the course of the internship, the intern will learn to identify artifacts and common to the San Diego region, including lithics, ceramics, and historical objects.. Center staff will instruct the intern on archaeological laboratory procedures such as basic artifact analysis, digital photography, and digital storage requirements. The intern will also become familiar with historical trends in archaeological practice in the San Diego area and will be introduced to current legal and ethical issues in archaeological curation.

Objectives of the Internship

- *Evaluates* general condition of the assigned collection
- *Photographs* archaeological artifacts
- *Catalogues* digital collection according to standardized SDAC nomenclature
- *Provides* assistance to Center staff and outside researchers in the use of collections, including access, retrieval, and replacement of artifacts

Internship Guidelines

- Supervisor: Collections Manager
- Record Keeping: The intern will maintain a record of hours worked on the project.
- Work Schedule: To be determined by the intern and supervisor. Minimum hours may be required for course credit as prescribed by the intern's academic institution.
- Evaluations: The intern will meet periodically with the supervisor to review progress. A final evaluation will be made by the supervisor at the end of the internship. Evaluation will be based on the intern's reliability and ability to follow directions and complete tasks in a timely manner.
- Other conditions: The intern is expected to comply with all requirements of collections policy, security, and public relations applicable to regular staff.

Required Skills

- Ability to work effectively with Center personnel
- Experience with studio photography.
- Knowledge of lighting and digital file formats.
- Computer skills in Excel, Access, and Photoshop CS is preferred
- Ability to learn collections processing policies and procedures
- Ability to learn computer word processing and database systems
- Associate's or Bachelor's degree in photography, graphic design, archaeology, anthropology, history, ethnic studies, or related discipline, or currently enrolled in such a program