

**Whatcom Museum of History & Art**  
**Photo Archives Department**  
121 Prospect Street  
Bellingham, WA 98225  
360/676-6981



### **Photo Archives Internship Description:**

- Assists the Photo Archivist and receives specific cataloging responsibilities with the Bellingham Herald's Jack Carver Collection, the Galen Biery Family Collection, the Whatcom Memories Project Collection or other specific collections as assigned. Performs duties such as numbering/sleeving images, researching information about images, typing, filing, and data entry.
- Work performed includes the cataloging of accessioned images and archival material by numbering, describing and measuring the image according to museum procedures.
- The Internship will also involve work on other projects as needed in order to process photograph and archival collections and assist Photo Archivist with exhibit projects as needed.
- Participate in an orientation tour encompassing all four museum buildings.

### **Educational Benefits:**

- Opportunity to become familiar with the operations of a museum and the processing of photo archival collections; plus actual hands on working experience in a museum environment while learning a variety of skills beneficial for future work in a museum.

### **Minimum Qualifications:**

- Ability to organize time and materials efficiently.
- Familiarity with and/or ability to learn standard museum cataloging procedures.
- Knowledge of proper grammar, spelling, punctuation, proofreading and accurate typing/data entry skills.
- Able to hand print letters and numbers clearly.
- Ability to learn tasks readily and adhere to prescribed routines and to possess an inherent attention to detail.
- Training or course work in computer usage preferred but not required.
- Previous experience with inventory or cataloging preferred but not mandatory.

### **Contact:**

Toni Nagel or Jeff Jewell  
360/676-6981 x208 and x205