REQUESTOR (INTERN MENTOR) | Tascha Horowitz
DIVISION/DEPARTMENT | Interpretation Media and Evaluation
INTERNSHIP POSITION TITLE | Photography and gardens intern

Internship Term:
___ Fall Semester ()
(15 weeks)
___ Spring Semester ()
(15 weeks)
___ X Summer (2016)
(10 weeks)

Note: IMA Scholars work 37.5 hours per week. IMA Interns work a minimum of 25 hours per week in summer (Wednesdays required). The number of hours/week for IMA Interns during the fall and spring semesters is dependent upon departmental assignment and the student’s academic schedule.

Please tell us more about the kind of student you are looking for:

Level/Grade:
- Undergraduate (Junior or Senior)
- Graduate
- No Preference

Position Type:
- Intern
- IMA Scholar
- Other:

Expected hours/week: 25/week

Please list any specific training/education requirements (e.g. art handling, lesson planning, work with a particular kind of material, work with a particular audience).

Must have at least two years photography experience and submit a digital portfolio or website for review

PROJECT DESCRIPTION

The photography team is looking for an intern who can work cross departmentally with both the photography department as well as with the horticulture and gardens team. This position will be housed within photography and candidate will ideally be a photography major with an interest in or experience with nature based photography. All photography equipment will be provided and the intern will be trained on proper shooting and post production techniques. Spring and summer is an extremely busy time at the IMA and the grounds and gardens are in full bloom. We are looking for someone who can solely focus on capturing this. The intern will work with representatives from the horticulture department to identify target areas each week and spend two days of their time out in the gardens creating photography that will be used for marketing, publications, and various other projects. The third day will be spent working on post production. The intern will work with the photo team to learn how to properly complete the photography process (processing, editing, retouching, color correcting, and ingestion into IMA DAM) and work with the horticulture team to add appropriate metadata to the images (names of garden areas, plant names, etc.). Intern will gain valuable skills in photography, post production, working with digital asset management systems, and knowledge of plants. Intern will leave with a rich portfolio that can be used for course work, professionally or for application to graduate school.

SPECIFIC POSITION DUTIES

Photograph grounds and gardens
Post processing of imagery
Entry of essential metadata keywording to garden imagery
Ingestion of imagery into IMA DAM
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<thead>
<tr>
<th>TECHNOLOGY NEEDS</th>
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<tr>
<td>The student will use a computer already available in our department. Yes  No</td>
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<tr>
<td>I am requesting an <strong>additional</strong> computer for the intern because there is not a computer available in our department. Yes  No</td>
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<td>The student will use a phone already available in our department. Yes  No</td>
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