**Project Title:** UC CEISMIC Digital Archive  

Bachelor of Arts Internship  

www.arts.canterbury.ac.nz/internships

**Company/Organization:** Digital Humanities, University of Canterbury  
**Intern Position Title:** Digital Archives Intern  
**Organisation Supervisor:** Dr. Christopher Thomson  
**Academic Supervisor:** Dr. James Smithies  
**Project Reference Number:** S213/CEISMIC/7/NP

**Application Deadline:**  
The UC CEISMIC Programme is a digital archiving project in response to the Canterbury Earthquakes. It is part of the University of Canterbury Digital Humanities Programme and is situated within the School of Humanities, College of Arts, University of Canterbury, New Zealand. See www.ceismic.org.nz and https://quakestudies.canterbury.ac.nz for more information.

**Project Description:**  
The intern will participate in the metadata curation for the CEISMIC digital archive, contributing directly in the collection and description of objects associated with the Canterbury earthquakes (images, documents, interviews, video etc). Working within our Programme Office, the intern will undertake a number of small projects that will typically include describing and geo-locating items and uploading them to a database. Content partners for previous projects have included The Press, Environment Canterbury, NZ Historic Places Trust, as well as many University of Canterbury researchers and a variety of individuals and community groups. The intern will also learn to assess and report on issues surrounding the online publication of archive content.

**Site Responsibilities:**  
After participating in a training session on using the QuakeStudies archive website the intern will be assigned a set of potential content to work on. Typically the outputs will be 1) a short report that will document the content and highlight any issues or problems that may need to be addressed; and 2) the upload and presentation of a collection within the QuakeStudies website.

**Academic Responsibilities:**  
- Participate in seminars and online discussions with other interns  
- Read 4 articles on project-related concepts  
- Give 3 presentations on project  
- Submit 2 Situational Reports and a Portfolio  
- Write an assessment(s) for the academic adviser related to the project
**Necessary Qualifications:**

**Major/Minors(s):** All majors in the Bachelor of Arts, with at least 30 points completed at stage 2

**Computer knowledge:** Word, Excel,

**Other skills, competencies, knowledge needed/preferred:**
- Trustworthy, as intern could be dealing with private and confidential information
- Willingness to learn basic IT management methodologies and system processes
- Work independently
- Good time management skills

**How are the 150 hours to be completed:** By agreement with the site adviser.

**Start Date:** Start of semester

**Site Start Date:** TBA

**Milestones:**
- First meeting to discuss overview of project with site and academic advisers
- Meetings at 10hrs with Site and Academic Supervisors:
  - Intern to have scoped project requirements and report overview of findings
  - Discussion based on research to suggest ways forward
- Monthly meetings (less or more frequently if required) with Site Adviser on progress and problems
- Meeting with Academic and Site Supervisor at 50 hours
- Meeting with Academic and Site Supervisor at 100 hours
- Draft report to Site Adviser
- Final report presented to UC CEISMIC management

**Learning Outcomes:**
- Recognise, analyse and apply knowledge within B.A. to an organisational environment.
- Evaluate the structures and processes that organise practices and conditions in the community and business world.
- Understand the main issues associated with digital cultural heritage projects.
- Critically evaluate a digital product and outline its relationship to overseas projects.
- Gain a basic understanding of digital humanities as a discipline.

**Special Notes:**
Applications can be found on the internship website: www.arts.canterbury.ac.nz/internships
- Students selected for interviews must be available to attend in person. Some
interviews might occur in the evening.

- Please bring your timetable for the semester to the interview. Class times for ARTS395 will be determined by all selected interns’ timetables.
- Direct application and cover letters to Internship Director, Dr. Stephen Hardman
- Applications should be submitted to the College of Arts office (4th Floor Van Haast Building).