NPS Chesapeake Bay Office Description and Need for a Digital Imaging Intern

The National Park Service’s Chesapeake Bay office (CHBA) in Annapolis, MD manages the Chesapeake Bay Gateways and Watertrails Network, Captain John Smith Chesapeake National Historic Trail, and facilitates water access and land conservation efforts through its work with the Chesapeake Bay Program and partners to meet Chesapeake watershed restoration and protection goals. Overseeing these programs and activities requires collaboration with hundreds of partners to interpret the natural and cultural resources of the Chesapeake region, increase access to the Chesapeake and its rivers, and conserve important landscapes and resources. Unlike many NPS park units that interact with only a few partners and primarily conduct their work internally, CHBA’s work is highly integrated with other public and private entities throughout the six state watershed.

This collaborative work environment requires that staff share, provide and accept digital images on an almost daily basis to and from partner organizations and contractors for print and virtual media. Currently, over a thousand images are stored on a shared hard drive across a few dozen folders; many poor-quality images could be deleted, and no criteria exist for managing the quality of a growing collection. While staff retain considerable institutional knowledge of image locations, quality images are increasingly difficult to locate by others for work conducted internally and with and by partners. Image storage and retrieval must ultimately be easily accessible to partners from any location for the dozens of projects open at any one time. To that end, an existing, but as yet minimally populated, Flickr account has been created to serve that driving priority, and this is where the CHBA would eventually like its entire digital image collection to reside.

Description of Tasks and Products

The intern will work independently to conduct an assessment and gap analysis from existing NPS Chesapeake digital imagery collections; work with NPS staff to develop an intuitive master organizational structure for images, including criteria for retaining images and deleting others; solicit input and refine this framework to address user needs/expectations; upload all retained images through Lightroom to Flickr and add appropriate tags and metadata; develop Standard Operating Procedures for CHBA staff to maintain and add to collections; and train staff as needed in use of Lightbox and Flickr features to ensure SOPs will be followed.

Existing digital images in duplicate on the office’s shared drive can then be deleted, as well as images that do not meet the publication criteria developed; and an archived backup should be created to retain high-resolution backups of production-quality images. Staff are available throughout the project for consultation, advice, and assistance with locating images and explaining existing organization of images.

Requirements

The ideal candidate should be self-motivated, highly-organized, detail-oriented, dependable, positive, and proactive, with a strong passion for digital imaging and quality photography.

This position can be filled for school credit or an hourly wage, up to 600 hours part-time or over 15 40-hour weeks. Start date is flexible, however work is available immediately. Candidate would have a workstation at the CHBA, however some work could be done remotely.
Interested candidates should submit a resume, cover letter describing interest in the position and availability, and two references to Michael Land at mland@nps.gov. For more information, contact him by email or at 410-260-2487.