About the Ransom Center

The Ransom Center is an internationally renowned humanities research library and museum at The University of Texas at Austin. Its extensive collections provide unique insight into the creative process of writers and artists, deepening our understanding and appreciation of literature, photography, film, art, and the performing arts. Visitors engage with the Center’s collections through research and study, exhibitions, publications, and a rich variety of program offerings including readings, talks, symposia, and film screenings.

Job Description

This internship supports the Radio Television and Film Specialist in the Technology Services Department. The role helps support technical aspects of event capture and program production. Students from the iSchool, RTF or Fine Arts, and those with exposure to cultural production processes are encouraged to apply.

• Plan and provide technical support for moving image collections and audio-visual materials.
• Performs digital capture, preservation and reformatting of video recordings in the audiovisual lab
• Creates and maintains database records for collection materials and adds descriptive metadata.
• Executes video preservation projects, patron and internal requests.
• Creates access copies of digitally preserved video. Uploads access copies to the server and publishes links in Moving Image database.
• Plan and execute audio-visual productions.

Learning Outcomes:

Managing AV preservation projects

• Preservation projects can range from small batches to thousands of item. Project management skills are necessary to complete projects successfully. Projects have different formats and are following different guidelines, identifying the requirements and goals of a project are crucial.

Caring for AV collections

• Preserving and archiving materials is an important part of the Ransom Center’s mission. Physical and digital storage need to be monitored and maintained. Condition of collection material has to be assessed and handling guidelines need to be followed

Working with digital media in archival setting
• Transferring and reformatting materials on digital workstations. Creating and capturing metadata.

Enabling research by providing access to collection material

• Providing access to material on the Center’s digital channels.

Working with Marketing, PR and Exhibition Staff

• Transporting the Ransom Center’s messaging through online videos, internal tutorials, webcasts and digital displays