

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

May 9, 2016

Reference No.: FY 16-08

Position Title: Summer Intern – Digital Media
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: \$15 to \$21 per hour
Depending on experience and qualifications
Closing Date: May 18, 2016
Expected Start Date: ASAP

This is the perfect internship for an individual with formulated ideas and a gift for identifying, organizing, and connecting people to relevant information. As a digital media intern, you will be tasked with identifying the challenges faced by research libraries in a dynamic and evolving technological world, and create solutions that enhance how end-users experience interface interactions. This is an amazing opportunity to showcase your talents and help usher the Court into current technology.

POSITION OVERVIEW: We strongly desire one with an aptitude for creating interactive experiences through web sites, mobile apps, kiosks and other digital platforms in relation to learning centers, museum-style exhibits, etc. Proficiencies may include, but are not limited to:

- Designing exhibits using graphic, vector, and audiovisual media.
- Demonstrated experience in managing digital collections projects.
- Understanding of archival theory and best practices as they relate to the processing and management of digital collections. Knowledge of standard and emerging cataloging principles and metadata schemes.
- Familiarity with the selection and implementation process for a discovery platform and/or a digital repository, including hardware, CMS, metadata, visualization and hosting options.

REQUIRED QUALIFICATIONS: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semester or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving audio/visual and telecommunication experience or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Applicants must be able to work at least 20 hours per week from Monday through Friday, 8:30am - 5:00pm, for a total of six weeks. More than one position may be filled. This position may be extended.

Must demonstrate working knowledge or expertise for some or all of the following: Windows 2000/NT/XP/Vista, Unix, Mac OS, iOS Swift and Android ; HTML5, XHTML, XML, XSL, CSS, Javascript; Adobe Acrobat

Professional; Adobe Creative Suite, especially Photoshop, Illustrator, In Design and Flash, Fireworks, Dreamweaver; Digital Video; SharePoint; Microsoft Office Suite.

Additionally, the candidate must have the experience or desire to learn building custom APIs using scripting languages, especially Python, PHP, JavaScript/JSON, Ruby, Perl, or .NET.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The candidate(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay required.

TO APPLY: Please email a cover letter, resume, and sample work product **as a single PDF attachment** to resumes@ca2.uscourts.gov, subject line: “Digital Media Internship, Reference No. FY 16-08.” Your cover letter should include your summer availability and best means of contacting you. The work product could be a link to a website you’ve designed or video you’ve edited, or a self-edited writing sample (limited to 5 pages). Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.