

GIS Intern, part time

Norman B. Leventhal Map & Education Center at the Boston Public Library Boston, MA

Position Description:

The Norman B. Leventhal Map & Education Center is seeking a paid intern beginning late June 2019. The internship duties are divided between 80% GIS projects, and 20% public service.

This internship is funded by a grant from the Council on Library and Information Resources (CLIR), awarded to the Leventhal Map & Education Center in 2017 with the goal of opening digital access to a collection of historical urban atlases. These maps are at a scale of 1:600, and depict every property in historical Boston, including ownership information, street names, numbers, and more. Due to the density of information encoded in these materials, the historical urban atlases are one of the most heavily requested sources available at the Leventhal Map & Education Center.

This project will result in the creation of cached tile imagery for each atlas, available for free as seamless, pannable and searchable mosaics of the city. The person in this position will contribute to a web map interface for user discovery, and the creation of WMS tile links that can be integrated with other mapping APIs. Other responsibilities include the creation and maintenance of spatial metadata, ensuring project quality, writing and refining documentation, and communicating standards to the rest of the team. The intern will work between 20 and 25 hours a week.

This is a part-time position, the duration of which is flexible depending upon applicant's educational goals and other responsibilities. Compensation: \$12 an hour. This position is subject to a CORI check.

GIS Responsibilities (~80%):

- Serve as the lead GIS intern on a project opening access to a collection of historical urban atlases of Boston from 1861 - 1924
- Write and refine technical documentation for the project team
- Develop and lead talks, workshops and tutorials describing project process and progress
- Support various GIS projects and activities occurring at the Map Center
- Perform general administrative and library tasks

Public Service Responsibilities (~20%):

- Serve as first face of the Map Center, greeting guests, enthusing with them about maps, exhibitions, and the library
- Maintain visual appearance of gallery and learning center by dusting, refilling brochure racks, reshelving atlases, monitoring visitors' behavior, and having a keen eye for detail

- Provide reference to visitors; use familiarity with digital collections to answer questions and make people feel comfortable learning more about digital offerings
- Field reference requests requiring access to rare materials and direct to appropriate staff
- Lead approximately one tour, talk, or other public program monthly
- Research historical items in the collection to contribute to growing knowledge of materials, and generate content for social media posts and presentations
- Support communications efforts of the map center by creating newsletters and other graphic design-centered tasks
- Create digital library materials such as finding aids and library guides designed to open access to Map Center collections
- Collect data on gallery attendance, reference and map reproduction requests and general visitors questions and impressions
- Perform general administrative and library tasks
- Adhere to Intern Expectations and the policies of the Leventhal Map & Education Center and the Boston Public Library.

Required Qualifications:

- Intermediate or advanced experience with commercial or open-source GIS software (in any discipline)
- Ability to perform routine tasks on a Windows PC and Microsoft Office
- Ability to complete detailed work with a high degree of consistency and accuracy
- Able to respectfully and effectively work with diverse visitors and staff
- Ability to solve problems independently as well as collaboratively
- Interest in and ability to learn unfamiliar tools, software, and hardware

Preferred Qualifications:

- Intermediate or advanced experience with *either* geoprocessing with Python *or* front-end development with JavaScript
- Experience with raster imagery or coursework in remote sensing
- Interest in UI & UX design, data visualization, or digital humanities
- Experience with principles of design and basic familiarity with Adobe Creative Cloud
- Proficiency in language(s) other than English

Applications submitted without a cover letter will not be considered.

The applicant's cover letter should speak to how their particular set of interests and skills will contribute to the goals and responsibilities described in this listing, and to the Leventhal Map Center mission at large.

About the Map Center:

The Norman B. Leventhal Map & Education Center at the Boston Public Library develops programs which inspire curiosity and learning among people of all ages by using cartographic materials to illuminate history, geography, world cultures, science, and contemporary issues.

- We are an independent nonprofit organization in a long-term strategic partnership with the Boston Public Library to advance a shared mission of education and engagement, and to steward the Library's cartographic collection in concert with its policies.
- We make resources freely accessible and engaging to the public through our exhibitions, publications, lectures, workshops, classes, family programs, and website.
- We teach students of all levels, develop and disseminate K-12 lesson plans, and train teachers to use maps effectively and creatively in the classroom.
- We build, preserve, and digitize the cartographic collections of the Boston Public Library, Norman B. Leventhal, and the Map & Education Center, which date from the 15th century to the present.
- We supplement the collections with digital material of historical and educational importance from partner institutions and private collections.
- We promote the use of the collections for academic and public research.