

Words Matter Visitor Video Archive Internship

Reports to: Senior Manager of Curatorial Affairs
FLSA Status: Summer Internship; non-exempt position
Date Written/Revised: April 2025

ORGANIZATION

Planet Word (www.planetwordmuseum.org) is an interactive museum that brings language to life with unique, immersive experiences for people of all ages. Nothing like it exists anywhere else in the world. Established in 2013 by Ann B. Friedman, the museum found a permanent home in the historic Franklin School, at the corner of 13th and K streets in the heart of Washington, D.C. The Franklin School is a 150+-year-old building with national historic interior and exterior designation. The building has undergone an extensive interior restoration, and the museum has installed architecturally significant large-scale, high-tech, and media-intensive exhibits and installations. The museum opened to visitors in October 2020 and operates a growing and robust portfolio of onsite and online public and education programming.

OVERVIEW

Since the museum opened in October 2020, we've built an archive of approximately 20,000 videos created by visitors to the museum, true stories about the importance of words to them. Visitors receive a link to their video, which they can watch at their leisure at home, and are also archived with their express permission at the museum. Each video runs for three minutes or less, and the vast majority have never been reviewed, catalogued, or published. Now we are seeking an organized and thoughtful intern to review, vet, and organize this impressive storehouse, with the ultimate goal of helping Planet Word share this engaging content. This internship will support the creation of a visitor video archive on YouTube, which could potentially also form the basis for a web series showcasing the videos. We are excited at the prospect of bringing these rich reflections on the importance of words to a broader audience.

SUMMARY OF RESPONSIBILITIES

- In consultation with the Senior Manager of Curatorial Affairs:
 - Develop a systematic approach to the review and documentation of the video archive
 - Develop an approved process for the deletion of videos that do not meet the criteria for storage and sharing
 - Review, document, and delete videos per the established video process policy
 - Flag notable, high-quality videos to be considered for the museum's YouTube playlist and for use in other related museum programming for further review by the Senior Manager of Curatorial Affairs

- Add video captions for YouTube channel using Rev.com or similar software, complete a quality check of captions and edit as needed in accordance with Planet Word's style guide
 - Make minor video edits, such as removing personally identifying information, adding upper/lower third graphics and logos, compression, and noise reduction
- In consultation with Manager of Public Programming:
 - Assist with research, video editing, and administrative tasks for a related web series

Skills

- Primarily seeking an undergraduate college student with studies in related areas such as linguistics, museum or library studies, and video or visual arts, or someone with equivalent experience
- Candidate must be efficient, highly organized, exercise good judgment, and possess strong communication skills
- Must be able to work independently with limited supervision
- Graphic design and video editing experience highly preferred
- A strong candidate will also demonstrate a commitment:
 - To uphold Planet Word's mission, vision, and values
 - To maintain the confidentiality of the museum's proprietary exhibits and internal information.

Duration

- The summer internship will begin in May 2025 and is expected to last for 10–12 weeks. There may be an opportunity to lengthen the duration of the internship into the fall or another intern may be hired to complete the project.
- The expected weekly schedule will be in-person in the museum offices during regular working hours, Monday–Friday, 20–30 hours per week.

Compensation

- This non-exempt position will pay \$20/hour

Qualified Candidates, please send a cover letter and resume to:

Careers@planetwordmuseum.org

Subject Line: Internship