

Internship Program Syllabus | DAGS Summer Field Work Internship 2024

Internship Supervisor(s)

Sarah Duggan

DAGS Project Manager
The Historic New Orleans Collection
Sarah.Duggan@hnoc.org
(504) 556-7668

Department

Collections and Exhibitions

Workspace Location

Williams Research Center
410 Chartres Street, New Orleans,
LA 70130

Field work locations in private
collections and local museums

Project Duration

7/8/2024 – 8/11/2024

Hours of Completion

160 hours

Compensation

\$2,600 stipend plus travel
reimbursement and free housing
for duration of internship

Weekday Schedule

Monday through Friday
9:00am – 5:00pm

Project Description

Founded in 2011 and a part of THNOC's mission since 2016, the Decorative Arts of the Gulf South (DAGS) project explores the region's historic material culture by documenting and researching objects made or used in Louisiana, Mississippi, and Alabama prior to 1865. These artifacts inform us about life in the past and illustrate larger historical themes such as trade networks, design and technology, and the contributions of people of color. The DAGS catalog is available to the public in a free online database.

Two interns, either current graduate students or recent graduates, will work under the supervision and instruction of Sarah Duggan, HNOC Decorative Arts of the Gulf South Project Manager.

Intern Functions and Responsibilities

- Travel with Project Manager to cataloging sites outside New Orleans
- Photograph and record information about historic objects in private collections and local historic sites
- Foster THNOC community relationships in interactions with field work hosts and other local contacts
- Actively participate in the THNOC scholarly community through attendance at the New Orleans Antiques Forum and regular engagement in meetings and discussions

Research Methods and Procedures

Interns will hone their skills of identifying, assessing, and describing historic objects. During cataloging field work, interns will photograph objects and record information. After returning from the field, they will research the objects' context using a variety of primary sources such as census records, probate inventories, city directories, newspapers, and land deeds.

Intern Deliverables

- DAGS spreadsheet containing at least 100 completed object records
- Multiple photographs of each object depicting as many sides, decorative motifs, and construction details as possible; photographs are organized into folders corresponding to catalog records
- 500-word blog post discussing historical context and research findings related to a catalog object

Applications for 2024 internships are due February 16, 2024. Please send a single PDF file containing a curriculum vitae, a letter explaining your interest in the program, and two reference contacts to DAGS@hnoc.org.

Absence Policy

Interns will work full-time forty hour weeks, typically Monday through Friday from 9am to 5pm. If field work site availability requires cataloging on weekends, the project manager will schedule equivalent days off during the week. Foreseen absences due to prior obligations must be communicated to the project manager prior to the start of internship.

Inclement Weather Procedures

Project procedures and scheduling are subject to change due in response inclement weather. The Historic New Orleans Collection reserves the right to close the facility and cease operations where weather conditions warrant. Interns will be notified of such circumstances via e-mail. Should extraordinary weather conditions warrant extended facility closure or evacuation, intern projects will be suspended pending the resumption of organizational and departmental operations.

Vaccination Policy

Interns are required to be fully vaccinated against COVID-19 to adhere to the policies of the Historic New Orleans Collection. Interns must submit a scanned copy of their CDC vaccination card vaccination certificate prior to the project start date.

Exposure to COVID-19 and Testing Mandate

All employees have the responsibility to immediately report any close contact with COVID-19 to their supervisor, HNOC management, or Human Resources. Close contact is defined as 15 minutes cumulative contact with a positive individual over the course of 24 hours. Close contact includes the contagious period which may begin as early as 48 hours before the onset of symptoms or testing positive for COVID-19.

Employees exposed to a close contact will not be sent home from work but must test for the virus after the incubation period. In addition, employees with a confirmed close contact will be required to mask during the incubation period. The incubation period is the day of contact plus five (5) days after an exposure. Employees who become symptomatic during the incubation period will be required to quarantine and not be allowed on the worksite until a negative PCR or rapid antigen test is received by Human Resources. The duration and/or weekly schedule of the internship position may be adjusted to accommodate absences. Please see *The Historic New Orleans Collection COVID-19 Policies: Workplace Hygiene/Etiquette and Exposure* page for additional information.

Mask Mandate

The Historic New Orleans Collection does not enforce any mask mandate. Individuals may, however, choose to wear a mask in the workplace. In making decisions about masking, employees and interns are encouraged to consider local conditions and their own degree of contact with others. Mask and other prevention related policies are amendable to the changes of public health circumstances.