

Digital Archive Internship Statement of Work (SOW)

Statement of Work:

Organization:	Civil Rights Institute of Inland Southern California in partnership with A People's History of the I.E.
Project:	Digital Archive
Project Focus:	Community Digital Archives Training and Management
Date Prepared:	5/11/2026
Project Dates:	12 Weeks, Summer 2026 (Dates Flexible)
Payment:	\$8,100 (\$27.00 for 25 hours a week for 12 weeks)

01. Background:

The Civil Rights Institute of Inland Southern California inspires people of all ages through lifting up the ongoing and historic civil rights stories of the region, fostering community advocacy, and building the champions of tomorrow.

The nearly 1,000 assets in the CRIISC digital archive tell stories of how people in our region have secured and maintained their individual and collective civil and human rights. Our collection includes video oral history interviews with regional leaders such as Judge Virginia Phillips who struck down "Don't Ask, Don't Tell," Ernest and June Siva who preserve the Serrano native language, and Pete Benavidez a blindness advocacy leader. Highlights of our digital post-custodial archive include the collection of the Riverside African American Historical Society, Chani Beeman's Riverside Police Accountability Commission papers, Jane Block's feminist advocacy collection, Ed Crespin's blind disability advocacy collection, and the collection of Riverside's second Black councilman Ameal Moore. These materials speak to patterns of housing segregation, ableism, police brutality, and the strength of community.

CRIISC hosts a digital, post-custodial archive. Unlike a traditional archive CRIISC does not take physical objects from the community, we work with folks to digitize what they have and share it publicly so that we can better understand and learn from our past. Our archival collections are the direct result of community collaborations. Working at the speed of trust, we sit, often side-by-side, with community members and create high quality digital surrogates. Our metadata is co-created with the community. While we scan, they share stories about their items which we directly incorporate into our records. We utilize a Creative Commons CC BY-NC License which allows CRIISC to use the materials for non-commercial museum purposes while the owner retains any copyright they may own. Our processes are built to be non-extractive. Materials stay with the families that cherish them and CRIISC does not take legal ownership. Currently we mobilize our collections in free public exhibitions, local history lesson plans, and in our public programming.

02. Purpose: In Winter 2026 CRIISC received funding from the Mellon Foundation in support of CRIISC's digital, post custodial community archive. In partnership with A People's History of the I.E., CRIISC is hosting a Digital Archive Intern (hereafter referred to as "Intern") over Summer 2026 with the possibility of an additional internship over the Summer of 2027. By hosting a long-term Digital Archive Internship for a graduate student in public history/archival studies, we plan to provide them with experience working with community-based archives, multiple digital archive systems, and to diversify their professional training. The selected Intern will be mentored by CRIISC's Public History Director, members of the Archive Advisory Committee, and the co-directors of A People's History of the I.E., with oversight from CRIISC's Executive Director.

03. Requirements:

CRIISC is seeking a highly motivated, independent, graduate-level student to be trained on the ins and outs of digital community-based archives in Inland Southern California.

Applicants must:

- Be 18 years or older.
- Be pursuing graduate-level education and/or training in archival management, public history, library sciences, or related fields.
- Be intent on pursuing a career in community archives and archival management.
- Complete the entirety of the internship onsite at CRIISC's offices.
- Be able to commit to 300 hours of work over the course of Summer 2026 and have interest and availability in participating in the second half of the internship in Summer 2027 (an additional 300 hours).

Strong Applicants will have some of the following skills and experiences:

- Familiarity or previous experience working in libraries, archives, or other collections.
- Experience with digitization and/or metadata projects/activities.
- Knowledge of collection management systems, digital asset management systems, databases, and/or excel software.
- Experience with troubleshooting technology and software programs and independent problem solving.
- Knowledge of oral history methods and processes
- Be an independent, self starter, who is eager to dive into new experiences.
- Ability to make connections in the community and build relationships with individuals and community organizations.
- Experience creating workflows, lesson plans, and or other procedures.
- Conscientious attention to detail and experience managing multiple overlapping tasks and processes.
- Have experience working collaboratively with others on projects and assignments.

- Feel comfortable in a fast paced work environment, ready to assist and support the rest of the CRIISC team as needed.
- Passion for uplifting Inland Southern California's history and archives.

04. Roles and Responsibilities:

The Intern will work directly with the CRIISC's Public History Director on all tasks with consultation from members of the Archives Advisory Committee and the co-directors of A People's History of the I.E. with oversight from CRIISC's Executive Director.

Below are example activities with additional responsibilities and tasks being assigned during the course of the internship.

05. Specific Tasks:

- I. Onboarding
 - A. Intern will receive extensive onboarding on the CRIISC Terentia CMS, DAM, and Collections online systems as well as A People's History of the I.E. Omeka archive. This will include training on metadata management, asset management, and administrative tasks.
 - B. Intern will receive training on the creation of workflows, systems, and other procedures for the archives.
- II. Metadata Editing and Creation
 - A. As part of onboarding into both systems the Intern will learn the processes for editing, creating, fixing metadata entries in the databases.
 - B. Assist in addressing archival backlogs for CRIISC and A People's History of the I.E.. Use training and experience to formulate more streamlined workflows and processes.
- III. Community Building and Engagement
 - A. Assist CRIISC in planning and executing community archive collection events and other digital collecting initiatives including oral history collection.
 - B. Envision and plan creative archival programming to increase the public's knowledge of CRIISC and People's archives.
 - C. Work directly with community member donors to process their collections into the digital post-custodial archive, centering their knowledge of the collections.
- IV. Workflow Creation and Training
 - A. The Intern will be onboarded on all archival processes for both databases. The Intern will utilize this knowledge to create in-depth workflows to inform the work of CRIISC and A People's History of the I.E.'s volunteers.
 - B. The Intern will also support CRIISC and A People's History of the I.E. in digital archive training for undergraduate interns and volunteers as needed.
- V. Project Management

- A. The Intern will assist in project management tasks including reports, time keeping, meeting coordination and scheduling as needed.
- VI. Meetings
- A. The Intern will meet with the Public History Director for weekly check-ins. Frequency will be determined by weekly tasks.
 - B. The Intern will, as needed, meet for specific targeted meetings on specific deliverables.
 - C. The Intern will attend and participate in programming and events related to CRIISC's digital post-custodial archive. These may include community collection days, metadata events, and presentations.

06. Performance Standards

Deliverables shall meet, at a minimum, the performance standards in compliance with all applicable federal, state, and local codes, regulations, guidelines, and standards.

07. Administration

The Intern is responsible for tracking their hours worked and reporting these to CRIISC as directed. The intern must complete the 300 hours required for the internship.