

United Cerebral Palsy (UCP) is a national nonprofit that serves and advocates for people with disabilities. At an offsite location, UCP maintains several boxes of historical photographs documenting UCP's programs, advocacy, and public presence over many decades. UCP is seeking a student in the Washington, DC, or Northern Virginia area for an internship focused on processing and archiving a historical photograph collection.

Position Title: Art & Museum Studies Internship – UCP Photo Archives Project

Project Description

The intern will take on a collections- and archives-oriented project to establish intellectual and physical control over UCP's historical photograph collection. The work is suitable for an internship, providing a museum-style experience in documentation, organization, and the interpretive selection of visual materials.

Key Responsibilities

- Survey and sort boxes of photographs and related materials.
- Group and physically arrange photographs into logical series, themes, or time periods.
- Create clear folder- and/or item-level descriptions (dates, locations, subjects, events, programs) using basic archival and museum documentation practices.
- Enter descriptive data in a spreadsheet or simple collections list that UCP can maintain.
- Identify and recommend photographs and groupings suitable for future exhibitions, anniversary materials, or digital storytelling.

Learning Outcomes for Students

- Gain practical experience performing collections and archives work analogous to entry-level responsibilities in museums and galleries.
- Develop skills in describing and documenting visual materials for potential exhibition and public communication.
- Produce a tangible project (inventory/finding aid, selection list, or mini-curatorial set of recommendations) that can be referenced in portfolios and applications.
- Build familiarity with the visual history of a national nonprofit in the disability and advocacy field.

Internship Structure & Hours

- Time commitment: Approximately [e.g., 120] hours total (such as 8–10 hours/week over a semester or summer), or adjusted to meet internship credit requirements.
- Modality: Primarily on-site at our DC/VA location for physical processing and review of materials, with potential for some remote work on documentation and reflection components.

- Supervision: Intern will be supervised by Kismet Saglam, Vice President of Strategy & Operations, who will provide orientation, regular check-ins, and a final evaluation aligned with any curriculum-based internship expectations.

Compensation and Credit

- This is an unpaid internship opportunity.
- UCP will complete any required internship documentation and evaluations and will coordinate with the program to ensure the experience meets internship/course requirements.

How to Apply

Interested students should email the following to KSaglam@UCP.org:

- A brief statement (1-2 paragraphs) describing interest in museum/archives work and relevant coursework or experience.
- A resume or CV.
- Preferred term (Fall/Spring/Summer) and approximate weekly availability.