

Position Description

Title: Archive & Exhibit Intern

Location: In-Person/ Columbia, SC

Duration: Summer 2026

Position Overview: We are seeking a detail-oriented and creative Intern to assist with the organization, digitization, and presentation of our firm's historical project archive. This role will involve scanning and cataloging legacy materials, building a structured digital archive, and contributing to the curation and layout of a gallery-style exhibit showcasing past work.

This position offers a unique opportunity for students interested in architecture, design, gallery exhibition, and visual storytelling to gain hands-on exposure to a wide range of real-world projects. By working with project drawings, photographs, and documentation, the intern will develop a deeper understanding of how architectural work is developed, documented, and presented over time. The intern will also contribute to the curation and layout of a gallery exhibit, gaining experience in visual composition, presentation, and exhibition planning.

In addition, the intern will have opportunities to engage with the Marketing & Design teams, observe project workflows, and gain insight into the day-to-day operations of an architecture firm. This internship is structured as a Summer 2026 position, with the opportunity for continued part-time involvement through Spring 2027 to assist with the final development and installation of the gallery exhibit.

Education/Experience Required: Individual shall be currently pursuing or have recently completed a degree in Architecture, Interior Design, Graphic Design, Art History or a related field. Must possess strong organizational skills, attention to detail, and the ability to manage and maintain structured file systems with accuracy and consistency. Candidate should demonstrate initiative, reliability, and the ability to work both independently and collaboratively. A strong interest in visual presentation, curation, and archival work is preferred. Individual should have a good eye for layout, composition, and visual balance, along with the ability to handle repetitive tasks with a high level of accuracy and care.

Reports to: Marketing Director

Skills: Strong organizational skills with the ability to catalog and manage digital and physical materials; High attention to detail and accuracy; Ability to identify patterns, themes, and narratives within archival content; Excellent written and verbal communication skills; Self-starter with the ability to work independently and take initiative, Basic familiarity with design software such as Adobe InDesign, Photoshop, or similar programs is beneficial but not required.

Responsibilities and Duties:

- Assist in scanning, digitizing, and organizing archived materials, including photographs, drawings, and documents

- Upload digital files into a structured online system, developing and maintaining naming conventions, and folder structures for easy access
- Review and sort physical archives for relevance, quality, and completeness
- Support the curation of selections for a gallery-style exhibit of the firm's work
- Assist with layout planning and visual presentation for exhibit displays, including photo arrangement, spacing, and composition
- Help coordinate printing, mounting, and preparation of exhibit materials
- Assist in the development of a companion book and/or digital scrapbook for the exhibit, including selecting images, writing captions or project descriptions, and supporting layout, design, and production
- Provide general support to the marketing and design teams as needed

Above responsibilities and duties are not all inclusive. Position description is subject to modification as deemed necessary by management to meet changing needs of the company and profession.