

The Keith Haring Foundation

The Keith Haring Foundation welcomes applicants for a Spring 2016 Archives Internship. This is a one day a week paid position for a current graduate student. The Archives Intern will gain valuable hands-on experience assisting the Foundation Archivist with surveying, processing, digitization, and other projects as they arise.

About The Keith Haring Foundation:

The mission of the Keith Haring Foundation is to sustain, expand, and protect the legacy of Keith Haring, his art, and his ideals. The Foundation supports not-for-profit organizations that assist children, as well as organizations involved in education, research and care related to AIDS. The Archives contain material relating both to Keith Haring's lifetime and the records of the Foundation after his lifetime.

Position Summary:

The Spring 2016 Archives Fellow will be supervised by the Foundation's full-time Archivist and Registrar. The theme of the internship will be: Exhibitions History. Responsibilities will include:

- Re-house and describe exhibition files
- Create digital surrogates for exhibition invitations with consistent metadata.
- Input exhibitions related metadata into Collective Access database
- Weed out duplicative materials and preservation concerns

We are looking for someone who has:

- Awareness of archival best practices, standards, and theory
- Experience in processing archival collections and scanning
- Familiarity with databases and handling of fragile materials
- Familiarity with 20th century art history and history of New York City

Applicants Should:

- Be a current graduate student or recent graduate of a library science, information science, museum studies, archival studies, or history graduate program.
- Be available to work one weekday, 8 hours a week, from 10-6.
- Possess excellent research, organizational skills, and attention to detail.
- Be comfortable working independently.

Compensation:

\$15/hour. Credit for graduate program student internship requirements may also be arranged.

Duration:

The Spring 2016 Archives Internship is expected to run from late January through May 2016. Exact schedule to be determined with the Foundation Archivist. Possibility to continue into the summer if desired.

To Apply please submit a resume and cover letter including availability/schedule information, and a list of three references to Anna Gurton-Wachter annagw@haring.com <<mailto:annagw@haring.com>>. Make sure to put "SPRING INTERN" in the subject of your e-mail.