

Whitney Museum of American Art Frances Mulhall Achilles Library

Two internships:

- **Library Internship, spring 2016**

The Whitney Museum of American Art Library seeks an accomplished graduate student (or recent graduate) interested in completing an internship for the spring semester (January-May). Under the supervision of professional library staff, the intern will gain first-hand experience in multiple areas related the management of a library in a museum setting. Interns will participate directly in departmental activities ranging from metadata and preservation projects to routine administrative tasks.

Responsibilities may include:

- Metadata creation for ephemera and books.
- Collections assessment and library space planning.
- Preservation rehousing for special collections.
- Reference and circulation duties.
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This is a part-time, unpaid internship. Internships are open to current students who have completed one semester in a Library and Information Science Program, or related Graduate Program. Preferred candidates will have an interest in modern and contemporary American art and/or museum work and have a strong academic background. The ability to work independently with attention to detail is required. Some heavy lifting is involved. Knowledge of MARC, LCC and LCSH, and Voyager ILS is a plus. Participants must be willing to commit to working 2 days per week and may arrange to receive school credit.

If interested, please send a cover letter and current resume to library@whitney.org no later than Friday, December 18th, 2015.

- **Archives Internship, spring 2016**

The Whitney Museum of American Art Library seeks an accomplished graduate student (or recent graduate) interested in completing an internship for the spring semester (January – May). Under the supervision of the Archive Manager, the intern will gain first-hand experience in multiple areas related the management of archives in a museum setting. Interns will participate directly in departmental activities ranging from formal archival processing to routine administrative tasks.

Responsibilities may include:

- Archival processing (arranging, describing, re-housing) archival materials according to archival standards.
- Assisting with the accessioning of archival documents from museum staff.

- Assisting the Archives Manager and curatorial team in researching materials related to institutional history, building history, and public programming.
- Digitizing and preparing digital surrogates of select archival material for access.
- Labeling and numbering folders.

This is a part-time, unpaid internship. Internships are open to current students who have completed one semester in a Library and Information Science Program, or related Graduate Program. Preferred candidates will have an interest in modern and contemporary American art and/or museum work and have a strong academic background. The ability to work independently with sharp attention to detail is required. Some heavy lifting is involved. Knowledge of Archivist's Toolkit, DACs, and Adobe Photoshop is a plus. Interns must be willing to commit to working 2 days per week and may arrange to receive school credit.

If interested, please send a cover letter and current resume to archives@whitney.org no later than Friday, December 18th, 2015.

The Frances Mulhall Achilles Library at the Whitney Museum of American Art contains a comprehensive research collection in the field of twentieth-century and contemporary American art. It was originally built on the collections of books and papers of founder Gertrude Vanderbilt Whitney, and the Whitney Museum's first director, Juliana Force.

Of paramount importance to research and scholarship on American art of the twentieth and twenty-first century, today's collections of books, periodicals, archives, and special collections are accessed by the Whitney's own staff as well as by outside scholars and researchers. Combined, these resources chronicle the development, over seventy-five years, of an institution committed to American art and artists.