

## Helen Frankenthaler and the Helen Frankenthaler Foundation:

Helen Frankenthaler (1928-2011), whose career spanned six decades, has long been recognized as one of the great American artists of the twentieth century. She was eminent among the second generation of postwar American abstract painters and is widely credited for playing a pivotal role in the transition from Abstract Expressionism to Color Field painting. Her work is represented in museum collections worldwide and has been the subject of numerous national and international exhibitions and substantial publications. The New York City- based Helen Frankenthaler Foundation, established and endowed by the artist during her lifetime and newly active following the closing of her estate, is dedicated to promoting greater public interest in and understanding of the visual arts. For more information, visit: <http://www.frankenthalerfoundation.org>.

### Position Description:

The internship at the Helen Frankenthaler Foundation is designed to provide the graduate student with practical work experience in an artist-endowed foundation archives and library. Under the supervision of the archivist, the intern will process collection materials and describe them using ArchivesSpace. The internship may also include creation of metadata for digital objects and entry into our in-house digital asset management system.

### Requirements:

The ideal candidate will possess the following:

- Student currently enrolled in an archives studies, library, or history Graduate Degree program;
- Knowledge of archival principles, arrangement and description;
- Familiarity with DACS and with the use of standardized vocabularies;
- Strong research and organizational skills;
- Ability to perform tasks with accuracy and attention to detail;
- Ability to work successfully in a small office environment;
- Proficiency with MS Word and Excel; experience with Filemaker Pro is a plus.

### Duration of the position:

Spring semester, 2017. 16-20 hours per week. The internship is located in the Helen Frankenthaler Foundation offices in Chelsea and office hours are between 10am-6pm, Monday-Friday.

### Compensation:

The internship is paid \$15/hour.

### To apply:

Interested students should send a cover letter, resume and contact information for two references to [archives@frankenthalerfoundation.org](mailto:archives@frankenthalerfoundation.org) by November 28, 2016.