

## **Time Inc.**

Time Inc. (NYSE:TIME) is a leading content company that engages over 150 million consumers every month through our portfolio of premium brands across platforms. Our influential titles include People, Time, Fortune, Sports Illustrated, InStyle, Essence, Wallpaper, and Real Simple.

### **THE POSITION:**

The LIFE Photo Archives at Time Inc is hiring an enthusiastic and dedicated intern who loves history and visual culture as much as we do. Thousands of images shot for America's best-selling picture magazine have never seen the light of day (or at least the light of a scanner). Help us scan, describe, and monetize these incredible assets. You'll also work with us to create inventories, develop exhibitions, and assist researchers. The ideal candidate is available 35 hours a week, writes photo captions quickly and clearly, and has experience with digital asset management systems.

### **YOU WILL:**

- Scan original LIFE magazine negatives and/or prints, research and write caption notes, and upload to our various digital platforms and image partners
- Assist the Archives Manager and Assistant Manager with collections analysis, exhibition preparation, and gallery sales
- Review and edit existing metadata in our internal archives database
- Handle any other administrative or research duties, supporting the photo archives staff

### **YOU HAVE:**

- Strong writing skills and can describe images clearly and succinctly
- A background in library science, museum studies, or a related field. Graduate students in these disciplines are particularly encouraged to apply
- Familiarity with digital asset management systems, Photoshop, and Excel
- The ability to learn new systems and manage multiple assignments
- Problem solving ability, a self-starter attitude, and a sense of humor

### **YOU ARE:**

- Proven: You come with 1-3 years of experience describing historical collections. You have a background in library science, museum studies or a related field or are currently getting a master's degree in one of these areas.
- Detail-Oriented Writer: You have impeccable writing skills and can describe photographs – with tags and captions - quickly and clearly.
- Communicative: You're indispensable to bosses and teammates for your calm, friendly, and direct approach to communication.

To apply please submit your resume here:

<http://bit.ly/2fs2012>

If you have any questions, please contact the Archives Manager at [jill.golden@timeinc.com](mailto:jill.golden@timeinc.com).