

## **Whitney Museum Library and Archives**

### **Whitney Museum Library and Archives: Spring Internship Program 2017**

The Research Resources Department at the Whitney Museum of American Art seeks accomplished graduate students (or recent graduates) interested in completing an internship during the spring 2017 semester (January-May) at the Frances Mulhall Achilles Library and Archives.

Internships are open to current students or recent graduates who have completed at least 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. This is an unpaid internship, but participants may arrange to receive school credit.

#### **Library Internship**

Under the supervision of professional library staff, the intern(s) 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.

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. Students who can commit to two full days per week (approximately 14 hours a week) are preferred, but we will consider all applicants.

If interested, please send a cover letter and current resume to [library@whitney.org](mailto:library@whitney.org)

#### **Archives Internship**

Under the supervision of the Archives Manager, the intern will gain first-hand experience in multiple areas related to the management of archives in a museum setting. Interns will participate directly in departmental activities ranging from formal archival processing and description, patron assistance, and routine digitization.

Responsibilities may include:

- Archival processing (arranging, describing, re-housing) archival materials according to archival standards.
- Creating and editing online finding aids using Archives Space.
- Assisting patrons with research and reference requests.
- Monitoring the reference desk.
- 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.
- Labeling and numbering folders.

The ability to work independently with sharp attention to detail is required. Knowledge of Archivist's Toolkit/Archives Space, DACs, and Adobe Photoshop is a plus. The ability to lift cartons (up to 40lbs) is required. Students who can commit to two full days per week (approximately 14 hours a week) are preferred, but we will consider all applicants.

If interested, please send a cover letter and current resume to [archives@whitney.org](mailto:archives@whitney.org)

### **About the Research Resources department**

The Research Resources department fosters the research needs of museum staff and members of the scholarly and museum communities by providing access to primary resources, published resources, and other research material relating to the museum's history, collections, and programming.

### **About the library**

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 visiting scholars and researchers. Combined, these resources chronicle the development, over seventy-five years, of an institution committed to American art and artists.

*The Whitney Museum of American Art is an Equal Opportunity Employer. The Museum does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender (including gender identity), sexual orientation, or any other factor prohibited by law. This description shall not be construed as a contract of any sort for a specific period of employment.*