

## **Pace Gallery**

Pace Gallery, Research & Archives department is seeking summer interns to assist with a variety of library and archives projects. Internships are available to students enrolled in an accredited Master's Degree program in Library and Information Science. Interns must commit to two full days a week and be self-motivated and detail-oriented, and must be able to work both independently and with a team.

Candidates should have knowledge of basic library service and archival principles; bibliographic research and cataloging, digitization projects, archival processing, and organization. Interest in modern and contemporary art helpful.

Library intern:

- Course work or experience in original and copy cataloging
- Familiarity with AACR2, RDA and current cataloging practices
- Researching and compiling artist exhibition history and bibliographies
- Administrative tasks as assigned

Archive intern

- Digitize records according to established protocols
- Enter data into archival management system
- Research and record metadata
- Review for quality control

Application Instructions

Interested candidates please submit a cover letter and resume to [jobs@pacegallery.com](mailto:jobs@pacegallery.com), subject line: Pace R&A Intern. No phone calls please.

The Pace Gallery is an Equal Opportunity Employer.