

The New Museum

The New Museum seeks an Archives Research and Metadata Intern in preparation for the re-launch of the Museum's Digital Archive, to coincide with its 40th Anniversary programs. This is a 10-week, full time position starting May 22, 2017. Reporting to the New Museum Archivist, the Archives Research & Metadata Intern will assist with all aspects of the Digital Archive re-launch, with tasks including:

- Auditing image records in the Digital Archive database and performing metadata clean up on description and captioning fields. Correcting formatting errors.
- Performing historical research referencing records held in the Museum's Archives.
- Identifying subjects and events in archival photographs.
- Performing batch edits in the Collective Access backend database to add metadata to newly configured fields.
- Adding custom subject headings to selected exhibition and event records.
- Assisting with digitization workflows, as needed.

Preferred Qualifications:

- Experience performing archival research and familiarity with handling of archival photos and documents.
- Background in art history, particularly contemporary art and performance.
- Experience cataloguing in a content management system or OPAC, especially Collective Access.
- Familiarity with digitization specifications and media formats.
- Ability to work in a fast-paced production environment and make workflow changes on the fly.
- Bachelor's degree or graduate coursework in Art History or Library/Archival Science, preferred but not required.
- Editorial and academic writing/publishing experience, a plus. Experience with Adobe Creative Suite, also a plus.

Application review will commence immediately. Interested candidates should send a cover letter, list of three references, and current resume with links to portfolios and writings to archive@newmuseum.org with subject line "Research & Metadata Intern." Letters of recommendation will be considered, but are not required.

This is a temporary internship paid through a monthly stipend. Course credit may be arranged.