

Whitney Museum Library and Archives: Summer Internship Program 2017

The Research Resources department at the Whitney Museum of American Art seeks accomplished graduate students (or recent graduates) interested in completing a full-time internship during the summer of 2017. The internships run from Monday, June 5th through Friday, August 4th. Participants are expected to be available Monday through Friday for nine consecutive weeks, five days per week.

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.

Participants will receive \$5,000 as a stipend for full participation. In addition, the Museum holds a weekly speaker series featuring curators and other museum professionals, as well as field trips to other cultural institutions for summer interns. Interns will receive invitations to Museum openings and will receive free admission to most New York city museums

Research Resources internships are available in the following three divisions. Please read each description carefully for further details and information on how to apply.

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.

If interested, please send a cover letter and current resume to 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 ArchivesSpace.
- Monitoring the reference desk and assisting researchers with reference requests.
- 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/ArchivesSpace, DACs, and Adobe Photoshop is a plus. The ability to lift cartons (up to 40lbs) is required.

If interested, please send a cover letter and current resume to archives@whitney.org

Permanent Collection Documentation Office

The Permanent Collection Documentation Office collects, preserves, and makes accessible records pertaining to the institution's permanent collection, oversees the Museum's collection management system (TMS), and creates and maintains the Content Standard Element Sets (CSES) for cataloguing and describing works of art in the museum's jurisdiction. Its primary role is to document the history of the permanent collection and to provide primary source material (such as object and artist files) for staff and visiting researchers seeking further knowledge on the objects and artists in the Museum's collection.

Under the supervision of the Permanent Collection Documentation Manager, the intern will gain first-hand experience in multiple areas related to the management of permanent collection records in a museum setting. The intern will participate directly in departmental activities ranging from data entry and preservation projects to routine administrative tasks.

Responsibilities may include:

- Data entry in the collection management system (The Museum System) to reflect updated internal content standards
- Assisting patrons with research requests and appointments
- Assisting in the organization of primary source documents
- Filing
- Assisting Documentation Manager with object fact-checking and research requests as needed

The ability to work independently with keen attention to detail is required. Knowledge of The Museum System is a plus.

If interested, please send a cover letter and current resume to Documentation@Whitney.org and list "Summer Internship - Documentation" in the subject line.

About the Research Resources department

Research Resources provides information and access to primary resources relating to the Museum's history, collections, and programming. Comprised of the Archives, Permanent Collection Documentation Office, Special Collections, and The Frances Mulhall Achilles Library, the department addresses the research needs of Museum staff and qualified members of the scholarly and arts communities.

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 outside 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.