

The Library and Digital Archive Aperture Foundation

The Library and Digital Archive work-scholar assists in organization and circulation activities for Aperture Foundation's in-house Library and also supports digital archives projects related to the development of file hierarchy systems and information structures. Responsibilities include: responding to borrowing requests; acquiring and integrating newly released Aperture Foundation titles into Library storage; maintaining and updating Library collection inventories and bibliographic office reference guides; design and construction of protective sleeves for the Master archival set of Aperture Foundation titles; assisting in the organization of submissions for the annual PhotoBook Awards; and assisting staff in the preparation and transfer of materials to archives storage at the Millerton facility.

Requirements:

Organizational skills and high level of attention to detail; ability to work independently and collaboratively; skills and initiative to conduct research; dexterity for safe book-handling practice; familiarity with the Chicago Manual of Style, or other scholarly standard style guides; interest in librarianship, the field of publishing, and photography; ability and willingness to occasionally lift boxes weighing up to 50 pounds, and willingness to travel to the Aperture Foundation facility located in Millerton, New York. Preference will be given to candidates with a background of study in Library or Information Sciences.

The Work Scholar Program receives a high volume of applications each term. For that reason, we ask you to follow the application guidelines closely to insure that your application will be considered.

* Please submit your application as a single PDF file (including cover letter and resume). The file name should be "application_LASTNAME.pdf"

* In the first sentence of your cover letter, please indicate three departments, in order of preference, for which you would like to be considered. Describe your background, skills, and motivations for applying. Please mention how you heard about the Work Scholar Program.

* Some departments require additional materials. Please see aperture.org/internships<<http://aperture.org/internships>>. Additional materials should be a separate PDF. The file name should be "sample_LASTNAME.pdf"

* Please submit your application via email to workscholars@aperture.org<<mailto:workscholars@aperture.org>>