

David Webb

David Webb, an important American jewelry company founded in 1948, is seeking an archives intern possessing an interest in archival collections and decorative arts or jewelry. An attention to detail and good organizational skills are required.

The archive consists of over 40,000 drawings by David Webb, including client renderings, as well as company production records, and ephemera documenting David Webb in the fashion press and news.

This part-time internship is available to students enrolled in undergraduate or graduate archival or information studies programs or a decorative arts program, who wish to learn and gain professional experience in archive management.

Responsibilities Include:

Digitization

Creation of metadata

Assisting in implementing best practices and setting priorities for collection management, processing, and description Maintenance of current magazine editorial and press

Skills required:

Organizational skills

In depth knowledge of processing visual material and creating finding aids Computer proficiency:

Excel, Microsoft Office Suite, scanning, creating databases etc.

Archival best practices

Strong problem-solving skills

Archive, Library or Museum experience is a plus

This is an unpaid internship with a stipend offered for lunch and travel. If desired, the internship can be used for course credit.

Commitment:

2 to 3 days/week, 15 hours minimum. Hours and days are flexible.

Period of internship: to be discussed, but a minimum of 8 weeks is preferred.

Your submission to dianne.batista@davidwebb.com should include:

Cover letter, including start date

Resume in PDF format

Two references with contact information