

Whitney Museum of American Art Summer Internship Program 2016

The Frances Mulhall Achilles Library at the Whitney Museum of American Art seeks accomplished graduate students (or recent graduates) to participate in the Museum's summer internship program. The program runs from **June 6th through August 5th 2016**. Students who can commit to a full time schedule (approximately 30 hours a week) are preferred, but we are willing to consider all applicants. Interns will participate in weekly seminars with department heads and curators at the museum who will provide lectures related to the museum profession. Curator-led tours and trips to smaller cultural institutions are also part of the program.

There is no stipend, but summer interns receive two monthly MetroCards, are eligible for regular employee discounts at the museum restaurant and shop, and will receive invitations to exhibition openings and free admission to most New York City museums. Participants may arrange to receive school credit.

Internships are open to current students or recent graduates who have completed 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.

**See below for descriptions of available internships and information on how to apply.*

Library Internship

The Whitney Museum of American Art Library seeks an accomplished graduate student (or recent graduate) interested in completing an internship for the summer semester. Under the supervision of professional library staff, the intern 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 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 administrative tasks.

Responsibilities include:

- Archival processing (arranging, describing, re-housing) archival materials according to archival standards.
- Creating and editing online finding aids using Archives Space.
- Assisting patrons with research and reference requests.
- Overseeing the reference desk.
- Assisting with the accessioning of archival documents from museum staff.
- Assisting the Archives Manager and curatorial team in researching materials related to institutional history, building history, and public programming.
- Digitizing and preparing digital surrogates of select archival material for access.
- Labeling and numbering folders.

The ability to work independently with sharp attention to detail is required. Knowledge of Archivist's Toolkit/Archives Space, DACs, and Adobe Photoshop is a plus.

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

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. The Museum encourages all qualified candidates to apply for vacant positions at all levels. This description shall not be construed as a contract of any sort for a specific period of employment.