Fall 2016 Internship Program
The Research Resources Department at the Whitney Museum of American Art seeks qualified applicants interested in completing an internship during the fall 2016 semester (September–December) in the Permanent Collection Documentation Office. Preferred candidates will have an interest in modern and contemporary American art and/or museum work and have a strong academic background.

About the Research Resources Department
The Whitney Museum of American Art's Research Resources Department fosters the research needs of museum staff and members of the scholarly and museum communities by providing access to primary resources, published resources, and other research material relating to the Museum's history, collections, and programming. Comprising the Research Resources Department are the Permanent Collection Documentation Office, Library, and Archives.

Permanent Collection Documentation Office
Mission Statement
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, interns, scholars, authors, and other interested persons seeking further knowledge on the objects and artists in the Museum's collection.

Fall 2016 internship
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. Interns 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

- Working with Library Intern to migrate Documentation artist files into the Library's artist file collection and cataloguing database

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

This is an unpaid internship, however, participants may arrange to receive school credit. Schedule: 2-3 days per week preferred.

If interested, please send a cover letter and current resume to Documentation@Whitney.org.

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.