Whitney Museum - Research Resources

Comprised of the Archives, Permanent Collection Documentation Office, Special Collections, and the Frances Mulhall Achilles Library, the Research Resources Department fosters the research needs of Museum staff and qualified 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.

Spring Internships 2018

The Research Resources Department at the Whitney Museum of American Art seeks accomplished graduate students (or recent graduates) interested in completing an internship during the spring 2018 semester (approximately January-mid May) at the Frances Mulhall Achilles Library and Archives or the Permanent Collection Documentation Office.

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. This is an unpaid internship, but participants may arrange to receive school credit.

Interns will participate directly in departmental activities ranging from assisting patrons and staff to assisting with routine administrative tasks, and will have the opportunity to work on personal projects related to the needs of the department. Please read below for individual internship descriptions available in the department.

1. Library and Special Collections 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.

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. Students who can commit to two full days per week (approximately 14 hours a week) are preferred, but we will consider all applicants.

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

To learn more about our Archives, visit http://whitney.org/Collection/Research/Library
2. **Archives Internship**

Under the supervision of the professional Archives Manager, the intern will gain first-hand experience in multiple areas related to the management of archives in a museum setting.

Responsibilities may include:

- Archival processing (arranging, describing, re-housing) archival materials according to archival standards.
- Creating and editing online finding aids using Archives Space.
- Monitoring the reference desk and assisting researchers.
- 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.
- Labeling and numbering folders using ArchivesSpace.

The ability to work independently with sharp attention to detail is required. Knowledge of Archives Space, Archivist’s toolkit, Microsoft Excel, DACs, and Adobe Photoshop is a plus. The ability to lift cartons (up to 40lbs) is preferred. Students who can commit to two full days per week (approximately 14 hours a week) are preferred, but we will consider all applicants.

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

To learn more about our Archives, visit [http://whitney.org/Collection/Research/Archives](http://whitney.org/Collection/Research/Archives)

3. **Documentation 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.

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.
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 “Internship – Documentation” in the subject line.

About the 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.

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.