WHITNEY

**Whitney Museum
of American Art**

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New York, NY 10014

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Department: Research Resources – Visual Resources

Projects/work assignments:
- Inventory archival material (black and white negatives and 35 mm slides), which includes exhibition photography, catalogue photography, and photography of works in the Museum's Collection.
- Help to compile images and metadata for online image libraries associated with the Museum's Collection.
- General research as needed.

Skills and qualifications including technology skills:
- Attention to detail across all tasks, both large and small.
- Familiarity with Windows office programs. Experience with TMS or other museum databases is a plus but not necessary.
- Research skills, familiarity with library systems and archives, working knowledge of online research resources such as WorldCat and the website for the Library of Congress.
- Familiarity with handling archival film and photographic negatives, and experience scanning these materials.
- Professional demeanor, experience in an office environment is a plus.

What type of training will be provided?
- Training in the Museum's database, servers, and departmental organization.
- Explanation of the Whitney's caption styles and formatting.
- Consistent help throughout the internship to deepen understanding of the work this department accomplishes, as needed.

What skills and knowledge will the intern gain by the end of the program?
- Understanding of copyright law and the process of licensing images.
- Ability to communicate professionally, both internally and externally, by interacting with other departments at the Museum and with other cultural institutions, galleries, archives, and libraries.
- Learn about Museum work both within the department and from others across the Museum.