**Research Resources - Licensing**

**Projects/work assignments**

* Updating rights information for Whitney Collection works in the Museum’s database.
* Assisting with installation photography for Whitney exhibitions.
* Captioning, entering, and distributing installation images and collection images.
* Providing images and information to the Museum’s contracted licensing agencies (Scala Archives and Artists Rights Society) to help fulfill image and licensing requests.

**Skills and qualifications required including technology skills**

* Proficient in Microsoft Office and experience with Windows operating systems.
* Attention to detail and the ability to prioritize accuracy when providing information.
* An interest in intellectual property law and licensing.
* Preferred but not required:
  + Experience working with high-resolution digital files.
  + Knowledge of Adobe Creative Cloud.
  + Experience scanning slides/negatives/transparencies.

**Type of training to be provided**

* Training in U.S. copyright law and intellectual property law.
* Knowledge about the process of licensing images and other content to outside requesting parties, such as publishing companies, auction houses, galleries, cultural institutions, and television/film producers.
* Training in The Museum System (TMS), the Whitney’s database.
* Training in scanning physical materials such as slides, negatives, and transparencies.

**Outcomes**

* A working knowledge of U.S. copyright law and intellectual property law.
* The ability to scan physical photographic materials, and the ability to manage digital assets on a server.
* Experience organizing and directing institutional photography at a cultural institution.