

## Publications

- Expected projects/work assignments
  - Assist department staff with work on upcoming exhibition catalogues, potentially including proofreading, research, and image-gathering tasks
  - Copyediting and proofreading for exhibition graphics and institutional ephemera
  - Analysis of image rights status for major backlist titles
  - Research in support of ongoing department initiatives relating to editorial style
  - Attend project meetings for upcoming books and exhibitions when possible
- Skills and qualifications required (including technology skills)
  - Prior editorial experience and a demonstrated interest in editing and publishing
  - As this will be a remote internship with limited supervision, ability to take initiative and work independently is essential
  - Proficiency with Microsoft Office a must; Photoshop useful but not necessary
  - Excellent communication, interpersonal, and organizational skills
  - Strong attention to detail
- What type of training will be provided?
  - Overview of proofreading marks/PDF markup procedures and institutional style
  - Access to recent professional development materials
  - Additional guidance for individual projects as necessary
- Outcomes
  - Strengthened editorial skills
  - Greater familiarity with how books are produced
  - Broader knowledge of American art and the Whitney's collection/history
  - Developed research skills
  - Awareness of high-profile topics/issues in museum and publishing fields