

## 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
- 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