

Research Resources - Archives

- Expected projects/work assignments:
 - Create and edit online finding aids that describe Whitney archival collections using ArchivesSpace.
 - Assist with creating and editing accession records in ArchivesSpace.
 - Edit and add additional metadata to records in ArchivesSpace.
 - Edit and inventory digital surrogates of archival material, compiling a list of what key material (images, checklists, etc.) is available for historic Whitney exhibitions.
 - Create research guides for Whitney-specific subjects and exhibitions.

- Skills and qualifications required (including technology skills):
 - The ability to work independently with sharp attention to detail.
 - Knowledge of ArchivesSpace, Microsoft Excel, DACs, and Adobe Photoshop.
 - Experience with and understanding of the structure of archival finding aids.
 - Completed academic course in Management of Archives at the graduate level.
 - Interest in American Art and Art history.

- What type of training will be provided?
 - Knowledge of ArchivesSpace, Microsoft Excel, DACs, and Adobe Photoshop.
 - Create and edit online finding aids in ArchivesSpace.
 - Edit and import excel inventories into ArchivesSpace.
 - Assist with creating and editing accession records in ArchivesSpace.
 - Create metadata to records in ArchivesSpace.

- Outcomes
 - An overarching understanding of the role of the archivist in a museum setting.
 - Experience with metadata fields in ArchivesSpace.
 - The ability to create and import excel inventories into ArchivesSpace from standard templates.
 - An understanding of how the Whitney's archival collections support specific research needs.
 - Technical standards for working with digital surrogates of analog archival material.