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.