Research Resources/Visual Resources

— Expected projects/work assignments

- Update Whitney Museum publications (2013-2020) for our licensing agency using their chart. Entering library documentation and copyright information. Research on current Contact information for outside authors who hold separate copyrights.
- Checking our Exhibition photography digital files (1973-2014) to make sure entered into Collection Management System (TMS), correcting orientation of images and data about images from a prepared chart.
- Exhibition Installations on 35mm slides film – once rehoused into archival boxes, creating box labels, inventory of folders and transferring preliminary inventory into final
- Assist in compiling report on artist’s represented by Artists Rights Society whose image appears on our website pages (whitney.org) from 2018-2020 for annual report. There is an existing chart for recording.

— Skills and qualifications required (including technology skills)

- Familiar with Excel Software
- Detail and accuracy needed in compiling this data.
- Some experience with photographic digital files – for identification
- Contemporary Art History courses taken very helpful
- Some research experience

— Outcomes

- Historical knowledge of contemporary art history from 1973-2014 as well as Whitney Museum’s history
- Preliminary archival training and photographic documentation.
- Experience at using TMS software used in the museum field.
- Basic copyright information