

## Department: Research Resources (Licensing)

### — Expected projects/work assignments:

- Organizing, scanning, and managing physical photographic records (35mm slides, transparencies, and prints).
- Assist in managing installation photography for current exhibitions.
- Updating and managing licensing records, including: updating records for copyright holders of collection artworks, captioning, organizing, and distributing installation photography files, uploading materials to Digital Asset Management Systems (DAMS), collecting files and metadata for collection artworks requested for licensing.

### — Skills and qualifications required (including technology skills):

- Proficiency in Microsoft Word and Excel is expected, and experience working with Adobe Photoshop, Bridge, and scanners/scanning programs is a plus.
- Professional communication both over email and in-person.
- A detail-oriented approach to all projects, both big and small, and enthusiasm for learning more about data management and licensing procedures.

### — What type of training will be provided?

- Training in licensing practices, data management practices, and general Museum work will be included throughout the internship.
- Skills to be learned include: scanning 35mm slides, positive and negative transparencies, and photographic prints; training in The Museum System (TMS) and ResourceSpace programs; training in metadata and the Whitney's Publication Style Guide.

### — Outcomes

- An understanding of Museum work, specifically from the perspective of Licensing, Rights and Reproductions, and Research Resources work.
- Experience working with physical and digital assets (photo, video, audio).

# WHITNEY

- Experience in records management, Data Asset Management Systems, and working in Museum databases.