

Department: Permanent Collection Documentation Office, Research Resources

Projects/work assignments (Include project work and administrative tasks):

- Assisting Documentation Manager with object fact-checking and research requests
- Data entry in the collection management system (The Museum System) to reflect updated internal content standards
- Assisting patrons with research requests and appointments
- Assisting in the organization of primary source documents
- Filing

Skills and qualifications required (Include technology skills):

- Preferred candidates will have an interest in modern and contemporary American art and/or museum work and have a strong academic background.
- The ability to work independently with keen attention to detail is required.
- Knowledge of The Museum System is a plus.

What type of training will be provided?

- TMS training: how to run queries, as well as enter data, following our internal content standards.
- Training on how to assist both Whitney Museum and outside researchers with their appointments, including vetting object and artist files, and running reports in TMS to share with the researcher.
- Organization of primary source documents

What skills and knowledge will the intern gain by the end of the internship?

- TMS skills
- Knowledge of the Whitney's internal content standards
- How to assist internal and outside researchers