

Department: Research Resources – Licensing

Candidates can expect to:

- Assist with updating contact information for rightsholders in the Museum's collection database.
- Process a backlog of catalogues that feature reproductions from the Whitney's collection: identify Whitney-owned reproductions, generate citations for each reproduction, and batch the catalogues for delivery to the Museum library.
- Help to manage installation photoshoots on-site at the Museum, documenting new exhibitions.
- Assist with digitizing physical photographic materials (slides, transparencies, negatives) on a request-by-request basis.
- Provide support for day-to-day licensing work, and management of digital and physical photography materials.

Interested candidates should have:

- An interest in learning about licensing and copyright, as it pertains to Museum collections.
- Experience with Microsoft Office suite (Outlook, Word, Excel) and Adobe Creative Suite (Photoshop and Bridge).
- Proficiency in research using physical and digital sources, with a focus on determining accurate sources and information.
- Interest in learning about and working with collections management databases.

Interns will receive:

- Technological training for the following programs: The Museum System (TMS), Epson scanning software, Microsoft Office suite, and Adobe Creative suite.
- Training in practical knowledge about U.S. copyright law and intellectual property law, as it pertains to the work of licensing at the Whitney.
- Training in digitizing physical photographic materials (slides, negatives, and transparencies) using Epson scanners.

The intern will:

- Gain experience working in a fast-paced non-profit arts office environment, liaising with departments Museum-wide.
- Work with physical and digital photography assets, and learn practices such as preservation, cataloguing, metadata, and file organization.
- Develop an understanding of U.S. copyright & intellectual property law and best practices, and how that knowledge applies to the work of Museums and content generation.