Department: Research Resources: Archives

Projects/work assignments:

- Archival processing (arranging, describing, re-housing) of archival materials according to archival standards.
- Creating and editing finding aids for online publication using ArchivesSpace.
- Working with researchers at the reference desk and monitoring the reading room.
- Digitizing and preparing digital surrogates of select archival material.
- Assisting with routine administrative tasks such as pulling boxes for research and labeling and numbering folders.

Skills and qualifications including technology skills:

- Internships are open to current students or recent graduates who have completed at least one semester in a library and information science program, or related graduate program.
- Interest in modern and contemporary American art and/or museum work is strongly preferred.
- Knowledge of Archivist's Toolkit/ArchivesSpace, DACs, Microsoft Excel or equivalent, and Adobe Photoshop is a plus.
- Ability to work independently with sharp attention to detail is required.
- Ability to lift up to cartons (up to 40 lbs.) is required.

What type of training will be provided?

- Archival processing and description.
- ArchivesSpace and spreadsheet software.
- Reference work.
- Compiling researcher analytics with Google forms.
- Analog preservation.

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

- First-hand experience in multiple areas related to the management of archives in a museum setting.
- Direct participation in departmental activities including formal archival processing and description, as well as routine digitization.
- Experience working with archives researchers, including Whitney staff and external visitors.