

## **Department: Publications**

### **Projects/work assignments:**

- Research and image-gathering tasks for upcoming exhibition catalogues
- Copyediting and proofreading of institutional ephemera such as member calendars and invitations
- Archival research and analysis of book contracts and image rights for major backlist titles
- Exhibition graphics assistance for summer/fall exhibitions
- Attend project meetings for upcoming books and exhibitions when possible

### **Skills and qualifications required including technology skills:**

- Some prior editorial experience and a demonstrated interest in editing and publishing
- Proficiency with Microsoft Office and Adobe Photoshop
- Excellent communication, interpersonal, and organizational skills; ability to take initiative and work independently
- Strong attention to detail
- Foreign language skills a plus

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

- TMS + Raisers Edge
- Overview of proofreading marks and institutional style
- Opportunity to complete copyediting exercises
- Additional guidance for individual projects as necessary

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

- Strengthened editorial skills
- Greater familiarity with how books are produced
- Broader knowledge of American art and the Whitney's collection/history
- Developed research skills
- Awareness of high-profile topics/issues in museum and publishing fields