Research Resources - Archives

Expected projects/work assignments:
— Assist with providing in-person and remote reference services.
— Assist with supervising the reading room and on-site researchers.
— Assist with reference inquiries from staff and external researchers.
— Page collections for researcher appointments.
— Digitize and prepare digital surrogates of select archival material.
— Edit collection metadata using ArchivesSpace.

Skills and qualifications:
— Coursework in library and information science, archives, public history, or another related field.
— Interest in modern and contemporary American art and museum work.
— Familiarity with function and purpose of archival finding aids.
— Knowledge of ArchivesSpace, DACs, MS Office, spreadsheets, and/or Adobe Photoshop a plus.
— The ability to work independently with sharp attention to detail.

What type of training will be provided?
— DACS (Describing Archives: A Content Standard).
— Basics of editing online finding aids in ArchivesSpace.
— Reference skills specific to working with primary source researchers.
— Guidance in applying to jobs and other opportunities using field-specific language.

Outcomes
— First-hand experience with multiple areas of archives and library work.
— Greater familiarity with navigating organizational culture, policies, and procedures in an art library and museum setting.
— An understanding of how the Whitney’s archival collections support unique areas of inquiry.
— Experience using ArchivesSpace and DACS.
— Technical skills related to working with analog archival materials and digital surrogates.

To learn more about the Whitney's Library and Archives, visit:
https://whitney.org/collection/research