

## 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>