**Department: Whitney Independent Study Program**

**Projects/ work assignments**

* General administrative assistance to the ISP staff in addition to booking travel for visiting artists and scholars and scheduling participant use of spaces
* Opportunities to learn about artist work spaces, budgets, exhibition and catalogue planning, and project and data management
* Interns are invited to attend the weekly seminars on Tuesdays and Thursdays from 3pm to 6pm

**Skills and qualifications required including technology skills**

* An interest in the arts and art history, strong organizational skills and attention to detail
* An open and professional demeanor
* The ability to work collaboratively as well as independently as needed
* Basic Microsoft Office Suite skills are also desired (Word, Excel)

**Type of training to be provided**

* Interns will be trained on Concur, Raiser’s Edge and The Museum System programs
* Interns will be taught ISP and Museum administrative processes

**Outcomes**

* Administrative and office experience and exposure to numerous departments and process of the ISP and Museum
* Experience in artist studio and residency operations
* Interns will meet professional artists, theorists, and historians in addition to expanding their understanding of social and cultural theory