

INTERN JOB DESCRIPTION
Spring 2023
A.P. Proctor Online Catalog Assistant

Department: Whitney Western Art Museum (WWAM)

Intern Direct Supervisor: WWAM Curator and Assistant Curator

2023 Project Overview and Goal: Photograph sculptures, improve Proctor records in Argus by adding descriptions and subject terms, digitize archival materials (if library has capacity), and update online catalog.

Specific Duties / Responsibilities: Photograph sculptures, transfer information from Proctor Foundation website and Argus, upload images, research Proctor monumental sculptures, and update location information. Research and digitize archival information (if Library resources / archivist are available), create content for social media posts relating to A.P. Proctor, monumental sculpture, Online Catalog, and related subjects.

Qualifications:

- Basic skills in digital photography.
- Research skills.
- Interest / knowledge of Art History, preferably American and / or Western.
- Optional: knowledge / skills / interests including databases, museum studies, digital marketing, or library science.

Institutional Goals and Benefits:

- Prepare to launch Proctor OLC by summer.
- Extend the capacity of contractor Sylvia Huber (who is phasing out of her role managing the OLCs) and Whitney curatorial staff.)
- Improve Argus images and database information for A.P. Proctor, for the benefit of staff and outside researchers.