

**INTERN JOB DESCRIPTION**  
**Summer 2023**  
Registration and Collections Intern

**Department:** Registration and W(WWAM)

**Intern Direct Supervisor:** Registrar/ WWAM Curator / WWAM Assistant Curator

**2023 Project Overview and Goal:** This internship provides experience to a student exploring career opportunities in registration or collections management. The intern will have an assigned project to complete during the defined period of the internship but will also participate in other aspects of curatorial and registration activity for broad exposure to museum functions.

- Focus on various aspects of Collections Storage Project.
- Improving public and staff access to collections information by updating images, descriptions, subjects, and medium for Whitney objects in Argus database.
- Help rehouse, pack, and sort work to prepare for storage move. Identify badly framed works on paper and rehouse in boxes or drawers to save space.
- Expediting deaccession research activity

**Specific Duties / Responsibilities:** The Whitney Western Art Museum seeks to improve access to its collections for staff and outside researchers by improving our database. This project may involve the following tasks:

- Photographing artwork, including multiple views of 3-d objects.
- Linking and deleting database images.
- Adding subject terms and descriptions, separating medium and material fields, updating records based on research.
- Conducting condition reports and moving/rehousing art.
- Supporting registration and curatorial staff as they conduct deaccession research or with other areas of interest.
- Unframing and rehousing works on paper.

**Qualifications:**

- Open to advanced undergraduate or graduate-level students in museum studies, photography, library science, art history or related field.
- Demonstrated ability to work independently and collaboratively.
- Strong digital, communication, and writing skills.
- General knowledge of museum practices.
- Knowledge of American art history and experience with photography is helpful.
- Familiarity with museum collections databases preferred.

**Institutional Goals and Benefits:**

- Improving public and staff access to collections information by updating images, descriptions, subjects, and medium for Whitney objects in Argus database.
- Preparing Whitney collections for the storage consolidation project.
- Expediting deaccession research activity.