

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

**Department:** Whitney Western Art Museum (WWAM)

**Intern Direct Supervisor:** WWAM Curator, Curatorial Assistant, and Research Assistant

**2023 Project Overview and Goal:** Photograph sculptures, improve Proctor records in Argus by adding descriptions and subject terms, identify work that can be rehoused or unframed to save storage space, digitize archival materials (if library has capacity), and update online catalog.

**Specific Duties / Responsibilities:** Photograph sculptures, upload images, research Proctor collection. 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. Rehouse works to reduce storage space.

**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 Whitney staff.
- Improve Argus images and database information for A.P. Proctor, for the benefit of staff and outside researchers.