

INTERN JOB DESCRIPTION

Summer 2024

Registration & Collections Curatorial Intern

Date: January 16, 2024

Title: Registration & Collections Curatorial Intern

Department: Registration / Whitney Western Art Museum

Position Reports To: Registrar Rebekah Childers / Whitney Western Art Museum curatorial staff
Susan Barnett & Ashlea Espinal

Status: Non-Exempt / Seasonal

Summary: This internship provides experience to a student exploring career opportunities in registration or collections management. The intern will work primarily in collections storage and registration but will also participate in other aspects of curatorial and registration activity for broad exposure to museum functions. The Whitney Western Art Museum seeks to improve collections storage by reorganizing works on paper. Related database work will improve access to collections for staff and outside researchers. This project may involve the following tasks:

Job Duties:

- Improve public and staff access to collections information by updating images, descriptions, subjects, and medium for Whitney objects in Argus database.
- Help rehouse, pack, update locations, and sort work to prepare for storage move. Identify badly framed works on paper and rehouse in boxes or drawers to save space.
- Recommend objects for deaccession.
- Document FIC (found in collections) objects.
- Photograph objects.
- Expedite deaccession research activity.
- Inventorying, organizing, and re-housing works on paper.
- Art handling.
- Linking and reorganizing database images.
- Photographing artwork.
- Adding subject terms and descriptions, 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.
- Other duties as required.

Competencies:

- Demonstrated ability to work independently and collaboratively.
- Strong digital, communication, and writing skills.
- General knowledge of museum practices.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Open to advanced undergraduate or graduate-level students in museum studies, library science, art history or related field.
- Interest in Registration or Curatorial work.
- Knowledge of American art history and experience with photography is helpful.
- Familiarity with museum collections databases preferred.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

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