

**INTERN JOB DESCRIPTION  
Summer 2024**

A.P. Proctor Collections Assistant Intern

**Date:** January 19, 2024

**Title:** A.P. Proctor Collections Assistant Intern

**Department:** Whitney Western Art Museum

**Position Reports To:** Curatorial Staff

**Status:** Non-Exempt / Full-Time Seasonal

**Summary:** Prepare for vault move by inventorying work in Vault G and moving to a new location. Photograph sculptures, paintings, and works on paper; improve Proctor records in Argus by adding descriptions and subject terms; identify work that can be rehoused or unframed to save storage space.

**Job Duties:**

- Inventory and photograph sculptures, upload to collections database.
- Update collections database with descriptions and keywords.
- Create content for digital app and social media relating to A.P. Proctor.
- Rehouse works to reduce storage space used when possible.
- Research.
- Art handling.

**Supervisory Responsibilities:**

- None

**Required Education and Experience:**

- Basic skills in digital photography.
- Research skills.
- Interest in / knowledge of Art History, preferably American and/or Western.
- Optional knowledge / skills / interests include databases, museum studies, digital marketing, or library science.
- Ability to lift 30 pounds.

**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:**

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.