

Seattle Art Museum Unpaid Internship Description

Title: Photo Archives Intern

Department/Location: Registrars/Rights and Reproductions, Seattle Art Museum

Staff Mentor: Assistant Registrar-Rights and Reproductions

Learning Objectives: The Photo Archives Intern will work with the Assistant Registrar-Rights and Reproductions and the Librarian to organize and inventory 80+ years of photographic materials related to the Seattle Art Museum, its exhibitions, programs, staff, and history. During this internship, the intern will develop a solid understanding of the wide-range of photographic materials in our collection, work with and continue to develop and apply standards to identify materials, and gain experience and understanding of archival standards and they pertain to a museum and its collection.

Intern Tasks:

- Inventory contents of collection consisting of paper photographs, slides, transparencies, negatives, and other photographic formats, using established standards.
- Make recommendations for the removal of materials due to condition, repetition, or being outside the scope of the collection.
- Working with SAM staff, create better organization and storage for collection.
- Make recommendations for next steps for the managing and expansion of the archival collection especially in conjunction with a digital asset management system.
- Promote collection with blog entry on SAM website at conclusion of internship.
- Minimum 10 hours per week, flexible within Monday – Friday office hours

Qualifications:

- Extreme attention to detail
- Excellent organizational skills
- Ability to understand and consistently implement standards
- Familiarity with various photographic formats preferred
- Familiarity with basic museum , library, or archival procedures
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Familiarity with Excel and other basic filing, typing and computer skills. Applicants may need to demonstrate this skill at time of interview.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.
- Ability to work independently or as part of a team.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds
- Long periods of sitting or standing

Education:

- Preferred BA/MA in Art, Art History, Museum Studies, Library and Information Science, or related field

APPLICATION PROCESS:

Submit via mail or email

- Letter of interest
- Resume
- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Two letters of recommendation

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: volunteer@seattleartmuseum.org