

## Seattle Art Museum Unpaid Internship Description

**Title:** Rights & Reproductions Intern

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

**Staff Mentor:** Assistant Registrar-Rights and Reproductions/Legal Counsel

**Learning Objectives:** The Rights & Repro Intern will work with the Assistant Registrar – Rights & Reproductions and the Legal Counsel to organize and inventory reproduction and photography contracts and related materials. During this internship, the intern will develop an understanding of photography, copyright, and reproduction agreements and related laws, will help to apply standards to organize and manage these materials, and will gain experience in legal/contract archival standards as they pertain to rights and reproductions.

### **Intern Tasks:**

- Inventory contents of past rights and reproductions materials including images, licenses, rights agreements, and correspondence
- Make recommendations for the removal of materials
- Work with SAM staff to create better organization and storage procedures
- Work with SAM staff to digitize the materials
- Expected time commitment: hours per week, minimum 3 month commitment, flexible within Monday-Thursday 9am – 4pm

### **Qualifications:**

- Extreme attention to detail
- Excellent organizational skills
- Ability to understand and consistently implement standards
- Familiarity with basic 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.
- Basic filing, typing and computer skills.
- Strong proficiency in MS Office products, including Word, Excel, Outlook
- Ability to maintain confidentiality of sensitive information
- 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.

### **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, Pre-Law, Legal Studies or related field, or equivalent combination of education and experience. Will consider candidates with paralegal certificate and/or strong experience

### **APPLICATION PROCESS:**

Submit a letter of interest, resume, SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>) and two letters of recommendation.

Mail: Manager of Volunteer Programs  
Seattle Art Museum  
1300 First Avenue  
Seattle WA 98101-2003

Email: [volunteer@seattleartmuseum.org](mailto:volunteer@seattleartmuseum.org)