

THE FRICK COLLECTION

1 EAST 70TH STREET • NEW YORK • NEW YORK 10021

Graduate Frick Art Reference Library Book Department Metadata Enrichment Internship

One Placement Available

Summer 2018

Background

The Frick Collection is an art museum with a collection of more than 1,100 works of art—dating from the thirteenth to the nineteenth century—displayed in the intimate surroundings of the former home of Henry Clay Frick. The residence, with its furnishings and works of art, has been open to the public since 1935. The Frick Art Reference Library is an internationally recognized research library that serves as one of the world's most complete resources for the study of Western art.

Internship

The Frick Art Reference Library (FARL) is seeking a summer intern for its Metadata Enrichment Program. Under the supervision and mentorship of the Assistant Digital and Metadata Librarian and the Head of Bibliographic Records, the intern will link records in Arcade, the Library's online catalog, to online versions of journal articles in The Frick Collection Members' Magazine and other art historical journals. The intern will gain hands-on experience with the library's Innovative Interfaces, Inc. system, the Online Computer Library Center (OCLC) WorldCat Connexion applications, The Frick Collection web site, and the Internet Archive. The internship offers an opportunity to learn more about best practices for metadata, web site cataloging, and web archives for art resources. Exposure to other departments of the library, including opportunities to shadow and interview staff, will be arranged according to the professional interests of the successful candidate.

This internship provides a superb opportunity for participating in all aspects of the Book Department. The Frick Collection's Book Department offers a collegial atmosphere and a valuable educational opportunity to acquire skills available in the work environment of an outstanding art library and an excellent opportunity to appreciate some of the world's finest works of art.

Eligibility

Graduate students enrolled in a Master's Degree Program in library and information science will qualify for this opportunity. Foreign nationals must have eligibility to participate in unpaid internship placements in the U.S. Applicants are responsible for their own housing and travel arrangements. There is no stipend associated with this internship.

Time Commitment

The internship generally spans from May-end of August with activities carried out 21 hours per week (120 hours total at completion of the internship program), Monday-Friday, between the hours of 10 a.m. and 5 p.m.

Benefits of an Internship with The Frick Collection

This internship provides a superb opportunity for participating in all aspects of the Book Department. The Frick Collection's Book Department offers a collegial atmosphere and a valuable educational opportunity to acquire skills available in the work environment of an outstanding art library and an excellent opportunity to appreciate some of the world's finest works of art.

Additionally, The Frick Collection offers a beautiful and pleasant work setting and an excellent opportunity to appreciate some of the world's finest works of art. Unpaid interns at The Frick Collection, with activities carried out for at least two months, will be provided with two 30-day unlimited MetroCards at the beginning of their internship to help ease the concerns about living in NYC while participating in an unpaid internship. All interns of The Frick Collection may access free or discounted admission to most of New York's finest museums. Summer interns will attend a wide range of staff-led enrichment sessions, such as gallery talks by curators and conservators, visits to conservation studios, introductions to the resources of the Frick Art Reference Library, and behind-the-scenes tours of

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museums, galleries, and auction houses around New York City. The Frick provides employees, trainees, interns, and volunteers with a discount on Museum Shop purchases and a subsidized on-site staff dining service.

Application Process and Timeline

Please note that applications to multiple departments at The Frick Collection are not accepted; please apply to only one department.

Applications for the summer 2018 Graduate Frick Art Reference Library Book Department Metadata Enhancement Internship must be submitted no later than March 1, 2018. **Selected candidates will be contacted for interviews, and applicants will be notified in April 2018.**

All internship applications must be submitted via e-mail at internships@frick.org, as follows:

Email Subject Line: “Graduate Frick Art Reference Library Book Department Metadata Enhancement Internship— Summer 2018”

Submit PDF of cover letter and résumé.

Include the following in your cover letter:

- Your reasons for applying for the internship, including a statement describing how this internship would enhance your academic course of study
- Your preferred dates and hours of availability (to be discussed if selected for an interview)
- The names, professional affiliations, telephone numbers, and email addresses of two references, at least one of which must be academic
- Current GPA

No phone calls please.

Book Department Internships
internships@frick.org
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1 East 70th Street
New York, NY 10021

For more information

Please visit our internships page at <http://www.frick.org/careers/internships>

Equal Employment Opportunity has been, and will continue to be, a fundamental principal at The Collection, where selection for employment/intern/ volunteer opportunities is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, marital status, alienage or citizenship status, sexual orientation, disability, pregnancy, military status, creed, genetic predisposition or carrier status or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment/internship/volunteerism, including, but not limited to, hiring/selection, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. This description shall not be construed as a contract of any sort for a specific period of employment/internship/volunteer placement.