

THE FRICK COLLECTION

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

Frick Art Reference Library: Digitization 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 Conservation Department of the Frick Art Reference Library (FARL) is now accepting applications for 2018 Summer Digitization Internships. This internship will provide students interested in library, archives, or museum careers with the opportunity to digitize photographic archival collections and/or rare and unique book material. Interns will learn how to handle archival photographic material and delicate book material, create accurate digital images, and prepare images for permanent storage and delivery. Tasks may include: digital camera capture; book and negative scanning; file processing; metadata creation; creation of multi-page PDFs; QA of photographs and scans; processing images in Adobe Bridge and Photoshop; and light digital asset management. There is no stipend associated with this internship.

Eligibility

FARL Digitization Internships are open to undergraduate and graduate students with relevant skills. Students must have a demonstrated familiarity or interest in digitization best practices. Experience with basic concepts of photography preferred. Previous experience in a library or archives is also preferred. 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

Time Commitment

Intern must be able to commit to 14-28 hours per week for at least 10 weeks. Internship is from mid to late May or early June until the end of August or early September.

Benefits of an Internship with The Frick Collection

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 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 Digitization Internship must be submitted no later than March 16, 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 to Chief of Collections Preservation, at internships@frick.org, as follows:

TELEPHONE (212) 288-0700

FAX (212) 628-4417

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- Email Subject Line: “Digital Lab Internship, Conservation Department—Summer 2018”

Submit PDF cover letter and resume.

Include the following in your cover letter:

- Your reasons for applying for the internship, including a statement describing how an 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.

FARL Conservation Department Internships
internships@frick.org
The Frick Collection
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 selectin 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.