

THE IRVING PENN FOUNDATION

2018 Internship

The Irving Penn Foundation was established to promote knowledge and understanding of the artistic legacy of Irving Penn, including the diversity of techniques, mediums, and subject matter the artist explored.

The Foundation is seeking an intern to work closely with staff, assisting with the study of photographic prints by Irving Penn in the archive. Responsibilities will include the inventory and organization of prints and their preparation for transport.

In addition to exposure to the work of Irving Penn, this internship will provide opportunities for learning about the management of a photographic collection and the activities of an artist-endowed foundation. The intern will be trained in the handling of photographic works and archival standards for their care in a climate-controlled environment. This is an educational internship eligible for school credit.

Requirements:

- Must possess outstanding work ethic.
- Exercise utmost care and respect for fine art prints and precious materials.
- Adhere to strict Foundation procedures for workplace confidentiality.
- Applicant must be currently enrolled in fine art, art administration, library and information science, museum studies, or other applicable undergraduate, graduate or certificate programs.

Location: Brooklyn, NY

Tentative start date: February 2018

To apply:

- Please write a brief, one-page cover letter expressing your interest in working with the Foundation.
- Include your resume with current work and academic experience, as well as 2 references which may be personal and academic.
- E-mail your application to: internship@irvingpenn.org

No phone calls please.

Applicants must be able to interview in person or by phone.