

ARCHIVES AND COLLECTIONS

BRANDYWINE WORKSHOP AND ARCHIVES

Please see instructions on how to apply at the bottom of this page.

Brandywine Workshop and Archives is seeking an intern to assist as Archives and Collections Intern. The intern would work closely with the Curatorial Assistant-Collections Manager on the digitization of BWA's analog media and database inventory management related to BWA's extensive print collection.

The intern's main projects are to digitize BWA's analog collections consisting of VHS's, DVD's, and 8mm film slides and to produce a procedural guide for future team members; and to digitize paper records of our print inventory. Prior students did an exhaustive re-inventory of our print collection, producing paper records for each print. They have begun entering this data into a spreadsheet; this intern would take over their project, continue inputting this data, and then updating our database records to confirm that all three records match (paper, spreadsheet, and database). They would further confirm this information is accurate and publicly accessible on our websites.

The internship is designed to cultivate skills that can be applied to different careers within the cultural sector. These include but are not limited to: working with special collections; collection management; archival procedures and preservation practices; data management; working in digital asset management systems (DAMS); digitization of analog media; user accessibility practices; and working with digital-born media.

BWA's current priorities are to support young artists of color pursuing successful careers as studio artists and help mediate the growing need for diversity among art educators and museum professionals. The intern's work will be instrumental in furthering these goals.

Intern Responsibilities:

- Please note that this position is data-management heavy and will require an extensive amount of time working at a computer and working with spreadsheets and other.
- To succeed in this position, interns should have general familiarity with gmail and working in word document.
- Be able to comport themselves in a friendly, engaging, and professional manner.
- The work is highly detail-oriented and requires careful attention to accuracy; and the digitization of analog media is a new project we are pursuing.
- patience and open communication from the intern to express questions and needs.
- This work requires comfort and ability to navigate new and proprietary software.
- There may be opportunities in research and content writing, and/or digital engagement and social media content creation.

EXAMPLES:

- Researching and writing biographical/descriptive texts for our research database and teacher curricula,
- Developing audience engagement and accessibility through digital initiatives.

- Assist with tasks such as gallery installation, administrative work, and event preparation.
- The position requests 28 hours per week, ideally divided into four 7-hour days, 10am–5pm;

Virtual attendance to staff meetings required

INTERNSHIP DURATION

- Total Weeks: 9 Weeks
- Hours per week: 28
- Total Hours: 252
- Workdays: 4 days per week
- Educational Programming: 1 day per week
- Interns must be available for the full duration of the program.

BEFORE APPLYING, VERIFY YOU:

- 1) Will be enrolled as a full-time undergraduate student. You must be a *rising* Junior or Senior as of June 2023.**
- 2) Reside or attend college/university in Philadelphia.**
- 3) Have an Expected Family Contribution of less than \$5000. This number is on your FAFSA form, to see what it looks like -- click here.** (<https://jared-cardenas.squarespace.com/s/Student-Aid-Report-example.pdf>)

APPLICATION PROCEDURES:

- 1) To apply to a position, please click here and fill out the eligibility application form** (<https://studioinstitute.submittable.com/submit/177839/arts-intern-baltimore-winter-spring-application>).
- 2) Once your eligibility application is reviewed and approved, Studio Institute will send you an email confirming your eligibility for the program. Note: once you're verified as eligible for Arts Intern, you can apply to as many positions as you'd like. You *do not* have to submit the eligibility application more than once.**
- 3) You will *forward* this confirmation email, along with your CV, cover letter, and transcript to the email below these instructions with the subject "Arts Intern Summer 2023 Approved Application".**

Contact: Jessica Hamman | Curatorial Assistant/Collections Manager | jessica@brandywineworkshop.com

(212) 765-5900 | artsintern@studioinstitute.org
410 W 59th St, New York, NY 10019

Copyright 2022 — Studio Institute, LLC