

2022 New Haven Promise Summer Internship

Collections Information and Access Department

POSITION OVERVIEW

The Yale Center for British Art's New Haven Promise Internship in Collections Information and Access provides one student with a learning experience in the department that manages the description and online publication of the Center's collections. The intern works closely with the Collections Data Manager and at times with colleagues from the Conservation, Imaging, and Curatorial departments, for example.

The intern contributes to processes behind the online publication of the Center's collections, and more broadly learns about the Center's initiatives to disseminate its collection descriptions and images through electronic services and Web technologies. This is an excellent opportunity for a dedicated, detail-oriented individual who is interested in art objects, art images, object descriptions, and the Web. The intern acquires practical experience with museum collection management systems, data management, and the collaborative process to publish to a website. There are also opportunities to work alongside a curator on a research project to support the Center's online collections catalogue.

The intern is exposed to all facets of the department's work and contributes to or assists with a variety of ongoing projects, including but not limited to:

- Subject analysis of objects
- Research of biographical information for artists
- Research of artworks
- Provenance research
- Work with conservation information

QUALIFICATIONS

The position is open to a currently rising sophomore, junior, or senior with a career interest in museums, information science, technology, and/or art history. Availability to work Monday through Friday for 30 to 37.5 hours/week for ten weeks in summer 2022. Employment is contingent upon successful completion of background and credit checks.

REQUIRED SKILLS

- Excellent written and oral communication skills
- Excellent attention to detail
- Excellent computer skills and willingness to learn new software
- High level of discretion and confidentiality to museum information

Note: All Summer 2022 and Academic Year 2022–2023 internships are subject to Yale policy regarding COVID-19 protocol. When necessary, internships will be offered remotely, in person, or in a hybrid format. Please check our website regularly for updates.