

VRA Education Committee
Visual Resources Internship Programs
2006 Compilation

Inquiry sent to listserv:

Dear Members of VRA and ARLIS,

The VRA Education Committee is conducting research into Visual Resources internship programs. On behalf of the committee, I request information from you on both formal and informal VR internship programs offered within the VRA and ARLIS community. This information will be compiled and shared with the committee, as we work toward developing guidelines for future internship programs in the field.

The information can be sent off the listserv to this email address:
nfinzer@brynmawr.edu.

Many thanks in advance,

Nicole Finzer
Member, Education Committee

Institutions that responded:

University of California, Irvine
University of Chicago, Chicago
University of New Mexico, Albuquerque
Indiana University, Bloomington
Rensselaer Polytechnic Institute, Albany
Museum of Modern Art, San Francisco
The Art Institute of Chicago (AIC/SAIC), Chicago

Summery of these VR Internship Programs:

University of California, Irvine

This internship will provide a broad introduction to the visual resources profession, including an examination of the pertinent literature, policies, and procedures. UCI's Visual Resources Collection consists of 300,000 slides, circulating approximately 35,000 and adding 10,000 new images per year. The collection is a crucial teaching resource for art history and studio art in UCI's Schools of the Arts and Humanities. The VRC staff would like an intern to learn VR management and to assist in the original and/or copy cataloging of a large

project of interest to the student. The student will learn the Harvard-Fogg classification scheme, utilized in art slide libraries and museum collections. There is always a variety of cataloging project possibilities, including: the art of India, Italian and American painting renovations, etc. The student may participate in the accessioning of unprocessed gift slide collections. The VRC is also digitizing some of its collections, providing other opportunities for student participation.

The intern will work under the supervision of the Humanities Curator and will have the opportunity to learn first-hand the operations and management of an academic visual resources collection from image production, collection development, technical processing for the collection, image circulation functions, and reference work. The student shall gain knowledge of the many issues facing curators today, including copyright, intellectual property, and best practices in the world of digital imaging.

QUALIFICATIONS: Not Specified HOURS: Flexible PAY: Unpaid (subsidized parking)

This is the most current job description:

<http://slisweb.sjsu.edu/fuinterns/academic.htm#UCIrvine>

University of Chicago, Chicago

The internship at the University of Chicago is pretty informal (in the curator's estimation) and she has had only one intern so far (she just started here last fall).

Here is the description posted on the Web site:

Internships in the Visual Resources Collection, Department of Art History, are available on an ongoing basis. Students in MLS programs are encouraged to apply to gain field experience in a VR setting. This internship will expose the student to curatorial aspects of a VR collection including collection development and maintenance of an analog collection. Digital technology will be the main focus with hands-on experience in database development, design and maintenance, digital copy-stand work, as well as digital image creation and storage. Instruction in cataloging techniques including CCO and VRA Core are also available. The student is encouraged to tailor an internship to their personal interests. Hours and dates are flexible.

University of New Mexico, Albuquerque

The Bunting Visual Resources Library at the University of New Mexico has had an average of 1-4 interns per year for the last 10 plus years. Internships are available to students enrolled in graduate programs at UNM, and seem to have been very successful both for the facility & for the students.

<http://www.unm.edu/~bbmsl/internship.htm>

Indiana University, Bloomington

The Fine Arts Slide Library and Fine Arts Library offer an internship through the School of Library & Information Science. Internships allow students in the master's and specialist degree programs to work in real world settings, guided by knowledgeable, experienced, and successful supervisors. Internships help in exploring career options, and provide potential employers a valuable perspective on a student's interests and experience.

Professionals in library and information management mentor each graduate student. Sixty on-site hours must be completed for each credit earned. Students document their experiences through journals, abstracts of related publications, and a final presentation. Normally, at least 18 credits must be completed before enrollment. Guidelines and placement listings are available on the SLIS website.

L596 - Internship in Information Library Services is offered for variable credit. Each academic credit hour requires 60 hours of onsite work. Specific skills or courses required for an internship are listed in the descriptions. MLS students may register for 2 or 3 credits; students in dual, MIS, or specialist programs may complete up to 6 credits with advisor approval.

http://www.slis.indiana.edu/courses/l596/l596_iub.html

Rensselaer Polytechnic Institute, Albany

The library has been hosting VR interns from the University at Albany SUNY MLS program and the Russell Sage College Fine Arts Program at Rensselaer since 1984. Generally they have at least two interns a year (one semester each) but there have been times when three were hosted at one time.

It started when Jeanne Keefe, Visual Resources Librarian began guest lecturing on VR cataloging and the use of the AAT at SUNY Albany library school and students would contact her independently wishing to do an internship because the subject was not really covered in their program. When an internship became mandatory for graduation a few years ago, the number of requests tripled.

Museum of Modern Art, San Francisco

Offers on an irregular basis internships related to visual resources. There is a combination of things happening. In the past, they have offered internships to San Jose State University LIS students. The museum does not have funds to pay interns, but in the case of SJSU -- students can apply their internships with us toward class assignments/credit.

SFMOMA, COLLECTION INFORMATION AND ACCESS (VISUAL RESOURCES) INTERNSHIP

Part-time unpaid internship is available in visual resource database development within the Collection Information and Access Department. The days and hours are flexible; Monday - Thursday. Time commitment should be the equivalent of one to two full days per week for a three- month minimum. Starting dates can correspond with the academic year.

Background:

Within the Museum, Collections Information and Access (CIA) is responsible for Collections Information, Imaging, the Slide Library, and Intellectual Property. The information collected and cataloged in CIA is used to support Museum staff research and lectures.

Within CIA, the Slide Library and Imaging are working jointly to establish a Visual Resource Directory/Database. Ultimately, this Directory will catalog and manage all visual resources within the museum

Responsibilities:

- Assist in scanning and imaging of PC works for EmbARK and Visual Resource Directory.
- Create and enter surrogate records in EmbARK.
- Input and catalog images within the new Visual Resource Directory using Extensis Portfolio software.

Note: This internship does not involve any direct contact with the artwork but rather representations of the artwork.

Requirements:

- Interns must have good communication skills, be able to work independently, thoroughly, with attention to detail, and have an interest in art collections.
- Additionally, applicant *must* have experience with computer databases and word processing software.
- Some art history course work is desirable.

On the flip side, they have offered internships in imaging that pull in students outside of the LIS community. See description of a recent internship that pulled in a student with a background in Art History for, ostensibly, an "imaging" internship but which morphed into something a bit broader:

Collections Information and Access (CIA) is offering a part-time, unpaid internship to support the department's digital imaging projects. The CIA department produces and cares for digital images of works in the Museum's permanent collection. The department's digital imaging projects will provide opportunities for the intern to engage with Museum staff on issues of digital asset production and management and to complete work on a variety of digital assets of direct benefit to staff and the Museum's audiences.

Responsibilities:

Under the supervision of the Head of Collections Information and Access, the intern's primary responsibility is to complete post-production work on existing digital images; for example, using Photoshop to improve the usability of images. Other activities include resizing existing digital images based on specific needs; reviewing and/or completing technical metadata for images; and uploading images to the Museum's collections management system. The intern may also assist in scanning film, such as 35mm slides and 4x5 color transparencies, using a flatbed scanner.

Qualifications:

Photoshop experience required; experience with FileMaker Pro desirable; and the department will train the intern in using the Museum's collections management system. Knowledge of digital asset production and management is desirable. Strict attention to details and accuracy is required.

The approximate time commitment is 4-6 hours per week for a period of 3 or 6 months.

The Art Institute of Chicago (AIC/SAIC), Chicago

The MacLean Visual Resource Center, Ryerson Library, Art Institute of Chicago, they have supported several internships through the years.

Applications are accepted through the museum's Human Resources Department after internships are posted on the website. These are always unpaid, but usually credit earning, for MLS students from Dominican University interested in art librarianship or visual resource management.

Leigh Gates, Librarian has always insisted that the internship be project-oriented, not based totally on daily management of the collection. Before she accepts an intern, she want to be certain that they have the hardware and software to support the project, sufficient work of importance to be done, a definite time-line, and most important, enough time to supervise in a significant way. The internships have always been pretty good learning experiences in a subject area but exposed the intern to the basics of visual resource management as well.

Leigh Gates, having been an intern many years ago where the supervisor couldn't or wouldn't expend their time and experience to guide and teach, essentially leaving her to learn on her own, she is always very sensitive to the relationship between supervisor and intern. It takes commitment on the part of both parties. Internships should not be viewed as cheap labor for a library, as much as it might be needed.

Additional VR Internships located independently:

University of Massachusetts, Boston

Internships will be designed around the candidate's skills and interests and can be tailored to fit practicum or internship requirements for an academic program. Potential internship topics include, but are not limited to, image cataloging, image digitization, and authority development. Internships may begin at almost any time of year, though schedules corresponding to the Fall, Spring, or Summer semesters are preferred.

Upper-level undergraduates or graduate students interested in pursuing careers in libraries, visual resource collections, or museums are encouraged to apply. Note that some background (formal or informal) in architecture, art, or art history is essential even for library degree candidates.

Please note that in most cases a Federal Work Study (FWS) award will be required for paid internships, though grant funds may sometimes be available for library degree candidates without a an FWS award. Unpaid internships are also available. Hourly pay ranges from \$10 to \$12.50 per hour, depending on the applicant's level of education and related experience.

Please send a résumé or CV as well as a letter indicating your area(s) of interest, your preferred timeframe for the internship, your expected work-study award (if applicable). Please also indicate if you would be interested in an unpaid internship if no funds are available for paid internships.

http://www.faculty.umb.edu/kristin_solias/vrc/opportunities/

University of Oregon

The University of Oregon Graduate School is pleased to announce an academic-year internship in the Visual Resources Collection of the Architecture and Allied Arts Library. This award provides full tuition waiver for fall, winter and spring terms at the University of Oregon plus a \$3,000 stipend from the Maude I. Kerns Endowment. Recipient will be responsible only for incidental fees.

Students with interest and background in the following should apply:

Art or Architectural History of Asia
Visual Resources Collection Management
Asian Languages
Photography/Imaging
Librarianship

CRITERIA

1. Candidate must be a University of Oregon graduate student in good standing (3.00 GPA or better), enrolled in a graduate degree program.
2. While holding the internship, the student must be enrolled full time (nine or more credit hours in each regular academic term). For information about applying to the UO for a graduate program, see <http://admissions.uoregon.edu/graduate.html>.
3. Preference will be given to students with Asian art history or Asian studies background with facility in one or more Asian language who are interested in combining their Asian interests with Visual Resources Collection Management.
4. Candidate must submit 1) an application form, 2) a resume and two letters of recommendation, and 3) a personal statement indicating how the internship would benefit you, specifying the particular area(s) of interest listed above, by the closing date to the Visual Resources Collection, Architecture and Allied Arts Library, Lawrence Hall, Room 301, to qualify.
5. The graduate intern will register for a minimum of 6 credit-hours of Kerns internship credit per term, with a minimum requirement of 15 hours of in-service training per week.

<http://libweb.uoregon.edu/aaa/vrc/kerns.html>

The Jewish Museum, New York, NY

Employment Opportunities: Visual Resources Intern

DEPARTMENT: Visual Resources

FLSA STATUS: Unpaid

SUPERVISOR: Manager Visual Resources

SCHEDULE: Part-time 14 to 21 hours (2-3 days/week)

POSTING DATE: December 2005

START DATE: Winter/Spring '06 Semester (early January to May)

POSITION SUMMARY:

The Visual Resources Department is a dynamic centralized resource. The department comprises, slides, photographs, transparencies and negatives of The Jewish Museum and non- J.M. collections. It provides the material for research and images for illustrated lectures by the staff and outside scholars.

ESSENTIAL JOB FUNCTIONS:

Assist, under the supervision of the Visual Resources Manager, in the conservation and the documentation of the visual resources collection of The Jewish Museum, thereby providing a needed service to the staff and public.

- The intern maybe assigned specific projects related to the visual resources collection.
- Scan hi-res images and burn onto CD
- Edit in Photoshop and attach scanned images into the museum database when necessary.
- Provide descriptive cataloging for the scanned images in the Visual Resources Media Module in The Museum System (TMS), the museum's management system, according to national and local standards.
- Research copyright, contact artists or their estates to request permission to reproduce images of their work.
- File images (transparencies, 35mm slides & photographs).

JOB QUALIFICATIONS:

- B.A. candidates in Art History or related field
- Knowledge of computer skills (MS Word, Excel, Access, internet searching)
- Proficient in Photoshop CS
- Strong organizational skills, verbal and written communication skills.
- Ability to work under deadlines with complete accuracy and attention to detail.
- Experience with digital imaging.

DESIRABLE

- Reading knowledge of Hebrew, French or German helpful but not required.
- Supervisory or training experience.
- Work experience in a library, research museum or collection setting.

<http://www.jewishmuseum.org/site/pages/jobs.php?id=144>

The National Gallery of Art, Washington D.C.

Since 1964, the National Gallery of Art has offered professional museum training to candidates from all backgrounds through a variety of internship programs. The *2006 Summer Internships*, effective June 5 to August 4, 2006, provide opportunities for interns to work on projects directed by a Gallery curator or department head. Orientation sessions each week introduce interns to the broad spectrum of museum work.

Nine-week summer internships provide opportunities to work on projects directed by a Gallery curator or department head. Biweekly museum seminars introduce interns to the broad spectrum of museum work and to Gallery staff, departments, programs, and functions.

Eligibility

Although consideration will be given to outstanding students with a recent undergraduate degree, preference will be given to applicants who are enrolled in a graduate degree program, or are recent graduates of a M.A., M.F.A., or M. Arch. program. Applicants from all backgrounds are encouraged to apply.

Terms

Summer interns are in residence at the Gallery June 5 to August 4, 2006, and they work full time. Interns receive a stipend of \$4,500 and are subject to all applicable taxes. In addition to their stipend, interns also receive partially subsidized funds for public transportation costs.

Library Image Collections

Art History Database Project

The intern will assist with the automation of the Gallery's image collection and will be introduced to all aspects of visual resources curator ship. The intern will select one of the following targeted areas of concentration: Australian, French, or Italian art and architecture. Advanced course work in the relevant subject area and knowledge of computer systems are required. Reading knowledge of one or more European languages is essential.

Imaging and Visual Services

The intern will catalogue digital images and assist in the documentation and production of digital imaging methodologies. Expertise in Mac OS X and Photoshop CS2 is required. Advanced knowledge of art history, digital imaging, and Adobe XMP are essential.