

FRICK ART REFERENCE LIBRARY

SUMMER 2013 INTERNSHIP PROGRAM

Frick Art Reference Library: Photoarchive Department

The Photoarchive Department of the Frick Art Reference Library (FARL) is now accepting applications for summer 2013 internships. Interns will assist in research projects primarily related to new acquisitions in the Photoarchive, which currently holds more than one million images of American and European paintings, drawings, and sculptures. Assignments will include preliminary processing and rehousing of new photographs, annotation of photographs and reproductions with information on attribution and current ownership, basic data entry, and comparison of the new images with those in the current collection for possible inclusion. For more information about the Photoarchive, please visit www.frick.org/research/photoarchive.

Eligibility

Photoarchive internships are open to qualified undergraduate students in art history or other relevant fields, including library sciences and archival studies. Attention to detail and a strong visual memory are desirable. Intern activities are generally carried out four days a week between the hours of 10:00 a.m. and 4:00 p.m.; however, an alternative schedule may be discussed. All internships are unpaid, and applicants are responsible for their own housing and travel arrangements.

Application Instructions

Please note that eligibility and application instructions may vary from one museum department to another and that multiple applications cannot be accepted; please apply to only one department per season. All internship applications must be submitted via e-mail.

- Please title the subject of your e-mail: Photoarchive Intern – Summer 2013
- Please write a cover letter in the e-mail body that includes:
 - Your reasons for applying to the Frick Art Reference Library
 - Your contact information
 - The names, professional affiliations, and telephone numbers of two professors, or one professor and one employer, who may be contacted as references.
- Please attach your résumé as a PDF.
- Please e-mail your completed application to Louisa Wood Ruby, Head of Photoarchive Research, at photoarchive@frick.org.

All FARL Photoarchive Internship applications for summer 2013 must be received no later than March 1, 2013. No phone calls, please. Selected candidates will be contacted for interviews, and applicants will be notified by the end of April.