

# Templates for Jobs/Internships Relating to the Documentation of Public Art Collections

## Job Title: Public Art Research and Data Assistant

**Description:** *[Name of your organization]* seeks an intern to research, compile, and document information related to the *[name of your collection]*.

### Responsibilities:

Work with data in various types of print and digital sources and compile it into one central digital spreadsheet. Implement a strategic methodology for systematically researching data for an efficient use of time. Organize vast data points into a standard format so that they can be easily read, sorted, and moved. Coordinate with other staff to access their records for research. Revise data per detailed instructions.

### Outcomes for the intern include:

- Substantive experience in researching and describing works of art.
- Experience in organizing, creating, and revising descriptive metadata for public art collections.
- Involvement with *[describe the organizations involved in your process here]*.
- Proficiency in Excel as a result of collating and organizing metadata and identifying missing information.

**Minimum time commitment:** [#] hrs per week, [#] total weeks, [#] total hrs. Specific hours will be scheduled with the selected intern.

### Qualifications:

The internship is open to undergraduates who have completed at least two years of study, recent graduates, and graduate students of art history, arts administration, studio art, urban studies, library and information science, archives, or related disciplines. No previous knowledge of public art required.

- Demonstrated research skills.
- Strong written and verbal communication skills.
- Ability to work independently.
- Ability to take initiative and exercise judgment.
- Ability to work remotely and effectively with others.
- Proficient in using email, Word, Excel, *[list other programs you use here]*

Preferred experience and/or familiarity with the following:

- AAT (Art and Architecture Thesaurus)
- VRA Core or Dublin Core
- CDWA (Categories for the Description of Works of Art)
- CCO (Cataloging Cultural Objects)

**To apply:** [*Instructions on how to apply.*]

**Contact:** [*Name, email address*]

## **Job Title: Public Art Digital Photographer and Image Compiler**

**Description:** *[Name of your organization]* seeks an part(full)-time *[intern/staff position]* to locate or produce and organize digital images of the *[name of your collection]*.

### **Responsibilities:**

Develop and implement a strategic methodology for systematically locating images that currently exist of the artworks in the collection. Determine if a minimum of three images of each artwork exist and if they are of acceptable quality. If not, create a minimum of three digital images of artworks from a various of perspectives, with a scale representative, and in unique lighting scenarios. *[Edit images if necessary if you have such software]*. Collate all images to correspond to the data spreadsheet provided.

### **Outcomes for the intern include:**

- Experience photographing a wide range of artwork types.
- Troubleshooting lighting challenges with both 2D and 3D artworks presented by the season, weather, and time of day.
- Involvement with *[describe the organizations involved in your process here]*.
- Creative experience with photographic challenges related to depth of field, scale, perspective and lighting.
- Proficiency in working with *[enter your image editing software here]* to edit images created under real-world scenarios. *[If you don't have image editing software, you could require the intern to edit them out-of-office.]*

\*Please note that *[your agency name]* retains copyright of these images and the photographer gets attribution credit.

**Minimum time commitment:** *[#]* hrs per week, *[#]* total weeks, *[#]* total hrs. Specific hours will be scheduled with the selected intern.

### **Qualifications:**

The position is open to *[undergraduates who have completed at least one year of study, recent graduates, and graduate students of photography, studio art, or related disciplines.]* No previous knowledge of public art required.

- Demonstrated photography skills.
- Strong written and verbal communication skills.
- Ability to work independently.
- Ability to take initiative and exercise judgment.
- Ability to work remotely and effectively with others.
- Proficient in using email, Word, Excel, *[list other programs you use here]*

**To apply:** [*Instructions on how to apply.*]

**Contact:** [*Name, email address*]