

JOB DESCRIPTION FOR DEPARTMENT INTERNS

PROVENANCE/DOCUMENTATION INTERN

The provenance/documentation intern will work closely with the registrar to research the history of ownership of works within the permanent collection of the museum. At the same time, the intern will further the standardization of the museum's object and artist files, which document paintings, sculpture, works on paper, decorative arts, and artifacts (Pre-Columbian, African, etc.).

DUTIES WILL INCLUDE:

1. Review existing provenance research. Search the museum's electronic database, object files, and other records to identify any and all works in that collection which were: a) created before 1946; b) acquired after 1932; c) underwent a change of ownership between 1932 and 1946; and d) might reasonably be thought to have been in continental Europe between those years.

The focus of the intern's research will be European painting.

Every two weeks, the intern will produce a written report, documenting the portion of the collection s/he has studied, and provide a list of any works of art which meet the above criteria. The works identified, if any, will be electronically "tagged" in the database to indicate either questionable and / or incomplete provenance. Ultimately, a list of any such works will be available for public review online, via resources including the museum's own website, and the American Association of Museums' "Nazi-era Provenance Internet Portal."

2. In the process of reviewing the museum's object files, the intern will further the standardization of the filing system, creating artist files (housing general information about makers), and object files (housing information specific to individual works of art). Duplicate materials discovered within the object files will be recycled, and donor-related materials will be relocated to the museum's development department.

QUALIFICATIONS NEEDED:

Advanced undergraduate arts background (art history, art, anthropology, archaeology, etc.); good writing, typing, and organizational skills; must be able to work independently with close attention to detail; must be reliable, accurate and efficient. The successful candidate must be available 8-10 hours a week, and adhere to a regular schedule.