

JOB DESCRIPTION FOR DEPARTMENT INTERNS

RIGHTS & REPRODUCTIONS INTERN

DUTIES WILL INCLUDE:

The Rights & Reproductions Intern will assist the exhibitions assistant with the processing of all image reproduction requests that come into the museum. This intern will handle artwork photography requests from publishers, researchers, galleries and museums, and commercial enterprises. They will utilize the museum's internal digital image library of the collection, and occasionally outside photographers, assure that requests are filled and that slides, prints, transparencies, or digital image files are delivered promptly.

This student will assist in the processing of paperwork involved in the requests, including payment invoices, correspondence, and forms that grant legal permission for the reproduction of works of art.

QUALIFICATIONS NEEDED:

Flexibility is required, as the position will also occasionally assist with special curatorial projects.

General database and Photoshop experience helpful but not necessary.

Student must be detail-oriented and organized, with strong written and oral communication skills.