Frick Art Reference Library: Digitization Internship
One Placement Available
Summer 2017

Background
The Frick Collection is an art museum with a collection of more than 1,100 works of art—dating from the thirteenth to the nineteenth century—displayed in the intimate surroundings of the former home of Henry Clay Frick. The residence, with its furnishings and works of art, has been open to the public since 1935. The Frick Art Reference Library is an internationally recognized research library that serves as one of the world’s most complete resources for the study of Western art.

Internship
The Conservation Department of the Frick Art Reference Library (FARL) is now accepting applications for 2017 Summer Digitization Internships. This internship will provide students interested in library, archives, or museum careers with the opportunity to digitize photographic archival collections and rare and unique book material. Interns will learn how to handle archival photographic material and delicate book material, create accurate digital images, and prepare images for permanent storage and delivery. Tasks may include: digital camera capture; scanning; file processing; metadata creation; creation of multi-page PDFs; Quality Assurance of photographs and scans; processing images in Adobe Bridge and Photoshop; and light digital asset management.

Eligibility
FARL Digital Internships are open to undergraduate and graduate students with relevant skills and an interest in photography. Demonstrated familiarity in digitization best practices. Experience with basic concepts of photography preferred. Previous experience in a library or archives is preferred. Foreign nationals must have eligibility to participate in unpaid internship placements in the U.S. Applicants are responsible for their own housing and travel arrangements.

Time Commitment
Intern must be able to commit to 14-28 hours per week for at least 10 weeks. Internship is from mid to late May or early June until the end of August or early September.

Benefits of an Internship with The Frick Collection
The Frick Collection offers a beautiful and pleasant work setting and an excellent opportunity to appreciate some of the world’s finest works of art. All interns of The Frick Collection may access free or discounted admission to most of New York’s finest museums. Summer interns will attend a wide range of staff-led enrichment sessions, such as gallery talks by curators and conservators, visits to conservation studios, introductions to the resources of the Frick Art Reference Library, and behind-the-scenes tours of museums and galleries around New York City. The Frick provides employees, trainees, interns, and volunteers with a discount on Museum Shop purchases and a subsidized on-site staff dining service.

Application Process and Timeline
Please note that applications to multiple departments at The Frick Collection are not accepted; please apply for only one internship.

Applications for the Summer 2017 Digitization Internship must be submitted no later than March 31, 2017. Selected candidates will be contacted for interviews, and applicants will be notified in April 2017.

All internship applications must be submitted via e-mail to Chief of Collections Preservation, at internships@frick.org, as follows:
Email Subject Line: “Digital Lab Internship, Conservation Department—Summer 2017”
Submit PDF of cover letter and résumé.
Please attach your résumé, including your current GPA.
Please write a cover letter that includes the following:
- Your reasons for applying for the internship, including a statement describing how an internship in the Conservation Department would enhance your academic course of study
- Your preferred dates and hours of availability (to be discussed if selected for an interview)
- The names, professional affiliations, telephone numbers, and email addresses of two references, at least one of which must be academic

No phone calls please.

FARL Conservation Internships
internships@frick.org
The Frick Collection
1 East 70th Street
New York, NY 10021

For more information
Please visit our internships page at http://www.frick.org/careers/internships

Equal Employment Opportunity has been, and will continue to be, a fundamental principal at The Collection, where selection for employment/intern/volunteer opportunities is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, marital status, alienage or citizenship status, sexual orientation, disability, pregnancy, military status, creed, genetic predisposition or carrier status or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment/internship/volunteerism, including, but not limited to, hiring/selection, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. This description shall not be construed as a contract of any sort for a specific period of employment/internship/volunteer placement.