**The Andy Warhol Museum**

**Diversifying Art Museum Leadership Initiative Paid Summer Internships**

**Cataloguing Internship**

**About the Organization:**

The Andy Warhol Museum is one of the four Carnegie Museums of Pittsburgh, which includes the Carnegie Museum of Natural History, the Carnegie Museum of Art, and the Carnegie Science Center. Here, visitors experience the art, life, and legacy of Andy Warhol, one of the 20th century's most influential artists. The permanent collection includes more than 10,000 works of art in media from paintings, sculptures, drawings, and photographs to films, videos, and audio recordings. Among the world's most comprehensive single-artist museums, The Warhol opened in 1994 to serve not only as the global keeper of Andy Warhol's legacy, but also as a forum where diverse audiences of artists, scholars, and the general public can be inspired through creative interaction with Andy Warhol's life and art.

**The Warhol seeks diverse college and graduate students for full-time paid summer internships.**

**Compensation:** This competitive 250-hour summer internship includes a stipend of $2500 for qualified candidates as well as optional transportation support. This position is made possible, in part, through the Diversifying Art Museum Leadership Initiative, funded by the Walton Family Foundation and the Ford Foundation.

**Dates:** The summer internship program will run from June 8th to July 24th, 2020.

**Duties:** Interns will be embedded within a department to learn about the museum’s behind-the-scenes operations and assist with essential tasks. Interns will receive one-on-one training and mentoring from a member of The Warhol’s staff.

The cataloguing intern will be responsible for creating and updating records for The Warhol Museum’s exhibition program dating back to its opening in 1994. The intern will create high quality digital files by scanning exhibition installation photographs and assist in cataloging the images and importing them into catalog and Digital Asset Management Software programs. The intern will also work with exhibition checklists to identify and link artworks and the shows they have been used in.

The intern will work with Adobe Photoshop and Bridge, The Museum System (TMS), and NetX, our Digital Asset Management Software. With this project the intern will gain experience creating digital files from a variety of image formats, an understanding of digital image creation standards, creating and working with metadata, working with catalog records, and how exhibitions are developed and documented.

**Skills and Background:**

* The Warhol seeks talented, self-directed students currently enrolled in their junior or senior year of college or graduate school in a related field.
* The ideal candidate should be highly organized with strong attention to detail.
* Experience scanning archival material, creating metadata, and handling fragile objects is a plus but not necessary, as training will be provided.
* Diverse candidates (including people of color, people with disabilities, speakers of foreign languages, and people who identify as LGBTQ+) are strongly encouraged to apply.

**To apply:**

• To apply, please submit a resume and cover letter to [GarrisonS@warhol.org](mailto:GarrisonS@warhol.org) indicating why you want to work at The Warhol and your first and second choice departments for an internship placement.

• Deadline to apply is April 1st, 2020.

• Applicants with a disability who require a reasonable accommodation for any part of the application or hiring process may contact linzerd@warhol.org directly, or call 412.237.8355. Relay calls welcome.

**To learn more:** Contact Stephanie Garrison, garrisons@warhol.org.

**Hiring:**

Carnegie Museums is an equal opportunity employer who is committed to diversity and inclusion. We take affirmative action to offer employment and advancement opportunities to all applicants, including minorities, women, veterans, and individuals with disabilities. We strive to represent the communities we’re a part of, and in doing so, enhance our ability to meet the needs of and provide services to our visitors, members, donors, and communities.

We seek qualified candidates who, through their experience and collaborations, will contribute to the diversity and excellence of Carnegie Museums.

We are committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, religion, creed, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, marital status, citizenship status, veteran status, disability, genetic information or other applicable legally protected characteristics.

Carnegie Museums is an EEO-1 Affirmative Action Employer-M/F/Veteran/Disability