

JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

RIGHTS & REPRODUCTIONS INTERN

DUTIES WILL INCLUDE:

The Rights & Reproductions Intern will assist the curatorial assistant with the processing of all image reproduction requests of works in the Museum's collection as well as requests to external parties for Museum publications. This intern will handle artwork photography requests from publishers, researchers, galleries, museums, and commercial enterprises, as well as on-campus entities. The intern will utilize the Museum's internal digital image library of the collection and will ensure that requests are filled and that slides, prints, transparencies, or digital image files are delivered in a timely fashion. The intern will also assist in researching copyright holders and securing permission to reproduce work from the Museum's collection as well as outside lending institutions and other image repositories for use in in-house publications.

This student will assist in generating and processing the paperwork involved in the abovementioned requests, including payment invoices, correspondence, and forms that grant legal permission for the reproduction of works of art. He or she will be responsible for maintaining a high level of accuracy in recordkeeping.

QUALIFICATIONS NEEDED:

Must qualify for Federal Work Study and be able to work Fall 2017 and Spring 2018.

Flexibility is required, as the position will also occasionally assist with curatorial and exhibitions-related projects as assigned. The ability to work independently for extended periods of time is also essential.

Knowledge of the history of art and general database and Photoshop experience helpful but not necessary. Interest in art copyright a plus.

Student must be responsible, highly detail-oriented, and organized, with strong written and oral communication skills. As this position requires a substantial amount of formal written correspondence with specialists and non-specialists alike, as well as with requesters from foreign countries, sensitivity to etiquette and cultural norms is imperative.