This intern will work with the curatorial assistant on 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 is an excellent opportunity for anyone interested in, or eager to learn more about, day-to-day museum operations, art law, intellectual property, and image reproduction rights.

**DUTIES WILL INCLUDE:**

- Handling artwork photography requests from publishers, researchers, galleries, museums, and commercial enterprises, as well as on-campus entities
- Working with the staff photographer to obtain photography of newly acquired works in the Museum’s collection, as well as any works requiring photography for image requests
- Utilizing the Museum’s internal digital image library of the collection and ensuring that requests are filled and that digital image files are delivered in a timely fashion
- 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
- 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

**QUALIFICATIONS NEEDED:**

- **Flexibility**, as the position will also occasionally assist with curatorial and exhibitions-related projects as assigned
- **Work independently** for extended periods of time, but also collaboratively with the curatorial assistant and other museum employees
- **Strong written and oral communication skills**, as this position requires a substantial amount of formal written correspondence via email with specialists and non-specialists alike, as well as with requesters from foreign countries
- Knowledge of languages other than English preferred
- Art history coursework or a desire to learn more about the art world preferred