

Pratt School of Information

Collection Information & Data Fellowship

Whitney Museum of American Art

2024-2024

Fellowship information

~For a student in the MS Museums & Digital Culture program~

The purpose of the Collection Information & Data Fellowship is to provide an opportunity for a MSMDC student to gain first-hand experience in multiple areas related to the management of permanent collection information, data, and records in a museum setting. The fellowship will take place in the Whitney Museum of American Art's Permanent Collection Documentation Office, which is part of the Museum's Research Resources Department.

The Permanent Collection Documentation Office collects, preserves, and makes accessible records pertaining to the institution's permanent collection, oversees the Museum's collection database (The Museum System/TMS), and creates and maintains the Content Standard Element Sets (CSES) for cataloguing and describing works of art in the museum's jurisdiction. Its primary role is to document the history of the permanent collection and to provide primary source material (located in the object files and artist files) for staff, interns, and visiting researchers seeking further knowledge on the objects and artists in the Museum's collection.

Responsibilities include:

- Assisting Museum staff, interns, and outside researchers with research inquiries
- Assisting Permanent Collection Documentation Manager with collection information and data fact-checking, as needed
- Data entry, including assigning descriptive subject terms to permanent collection object records, and entering provenance data, in TMS
- Drafting and entering published reference citations into TMS
- Organization of primary source documents and filing
- Data entry and associating permanent collection images in ResourceSpace, a digital asset repository

The Research Resources Department supports the research needs of museum staff and members of the academic and museum communities by providing access to primary resources, published resources, and other research material relating to the Museum's history, collections, and programming. Comprising the Research Resources Department are the Permanent Collection Documentation Office, Library, Archives, and Licensing division.

The fellowship recipient will commit to working 8 hours/week (120 hours/semester for the fall 2023 and spring 2024 semesters (30 weeks total from September 2023-May 2024).

This fellowship includes a scholarship in the amount of \$7,450 that will be divided equally between the fall 2023 and spring 2024 semesters. Fellows must register for INFO 661 Art Documentation in the fall 2023 semester. For spring 2024, the fellow must take either INFO 698 Practicum/Seminar or present their fellowship project at #infoshow2024 at the end of the semester. If the fellowship recipient has previously taken INFO 661 Art Documentation, this requirement can be substituted with a relevant course subject to the approval of the Dean of the School of Information. The successful applicant must take at least 6 credits in both the fall 2023 and spring 2024 semesters.

The fellow will be selected and supervised by Maggie Mugharbel, Permanent Collection Documentation Manager, and David Neary, Project Manager, Media Preservation Network, in consultation with Farris Wahbeh, Director, Research Resources, Whitney Museum of American Art and with Prof. Cristina Pattuelli, Coordinator of the MDC Program. Official notification will be made by late April 2023.

Please note that continuing the fellowship through spring 2024 is contingent upon review of the fall 2023 semester by Whitney Museum staff.

For questions about the fellowship and/or application process, please contact the SI Office.

Eligibility

To be eligible for consideration, an applicant must have:

- started the MSMDC program no later than spring 2023
- a graduation date of June 1, 2024 or later
- previously completed INFO684 Museum Information Management and INFO654 Information Technologies

Application submission & deadline

To apply, send the following as one .pdf file to qlai@pratt.edu -

- Completed Applicant Information Sheet (see below)
- Resume/CV
- A list detailing your software/technology proficiency
- Statement of purpose (1-2 pages explaining why you're applying for the fellowship and what you hope to gain from the experience, etc.)

The deadline is 5pm EST, Monday, April 3, 2023.

APPLICANT INFORMATION

Name:

Pratt ID#:

E-mail:

Telephone:

STATEMENT OF ACCURACY

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge.

Applicant signature

Date