Collections Information & Data Fellowship  
at the Whitney Museum of American Art  
2019-2020

**Fellowship information**

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

The purpose of the Collections Information and 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 takes place at the Whitney Museum of American Art’s Permanent Collection Documentation Office, a 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 management 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 (such as object and artist files) for staff, interns, and visiting researchers seeking further knowledge on the objects and artists in the Museum’s collection.

Responsibilities include:
- Data verification and entry from object and artist questionnaires into the collection management system (The Museum System), following internal content standards based on Cataloguing Cultural Objects (COO)
- Assisting Museum staff and interns as well as outside researchers with research appointments and remote research inquiries
- Assisting with the organization of primary source documents and filing
- Assisting Permanent Collection Documentation Manager with collection information and data fact-checking, as needed
- Permanent Collection object research, in preparation for exhibitions
- Permanent Collection information, data, and metadata research as needed

The Research Resources Department fosters 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, and Archives.

The fellowship recipient will commit to working on-site at the museum for 8 hours/week (120 hours/semester for the fall 2019 and spring 2020 semesters (30 weeks total from September 2019-May 2020). This fellowship includes a scholarship in the amount of $5,490 that will be divided equally between the fall 2019 and spring 2020 semesters. Fellows must register for INFO 661 Art Documentation (fall 2019) and INFO 698 Practicum/Seminar (spring 2020). 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 2019 and spring 2020 semesters.

The fellow will be selected and supervised by Maggie Mugharbel, Permanent Collection Documentation Manager, 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 2019.

Please note that continuing the fellowship through spring 2020 is contingent upon review of the fall 2019 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 2019
- Have a graduation date of June 1, 2020 or later
- Have previously completed INFO 684 Museum Information Management and INFO 654 Information Technologies
- Not have previously completed INFO 698 Practicum/Seminar

**Application submission & deadline**
To apply, send the following as one .pdf file to qlai@pratt.edu -

- Completed scholarship application
- 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, Thursday, April 4, 2019.

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