Pratt School of Information

Collection Information & Data Fellowship
Whitney Museum of American Art
2024-2025

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 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 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 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, into TMS

-Drafting and entering published reference citations into TMS

-Organization of primary source documents and filing

The fellowship recipient will commit to working 8 hours/week (120 hours/semester for the fall 2024 and spring 2025 semesters (30 weeks total from September 2024-May 2025).

This fellowship includes a scholarship in the amount of $7,730 that will be divided equally between the fall 2024 and spring 2025 semesters. Fellows must register for INFO 661 Art Documentation in the fall 2024 semester. For spring 2025, the fellow must take either INFO 698 Practicum/Seminar or present their fellowship project at #infoshow2025 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 2024 and spring 2025 semesters.

The fellow will be selected and supervised by Maggie Mugharbel, Permanent Collection Documentation Manager, and Madeline Smith, Manager, Permanent Collection Information and Time-Based Media Acquisitions, 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 early May 2024.

Please note that continuing the fellowship through spring 2025 is contingent upon review of the fall 2024 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 2024
- a graduation date of June 1, 2025 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 page 3)
- 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 8 2024.

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