
MILWAUKEE ART MUSEUM

Position Title: Bradley and Haitian Research and Cataloging Internship (MA and/or MLIS student)

Hourly Wage: \$17.00

Length of internship in months: 9 months (2023-24 academic year/Sept 5, 2023-May 9, 2024)

Desired Work Schedule: TBD by supervisor and intern, 10 hours per week, M-F, between 9-4. Approximately 10% remote/90% on-site at the Milwaukee Art Museum (“MAM”). While on-site, intern will utilize MAM's technology and software. While remote, intern will need to utilize own or other computer with internet access.

Address:

Milwaukee Art Museum
700 North Art Museum Drive
Milwaukee, WI 53202

Supervisor Name: Anthony Morgano, Librarian/Archivist

Supervisor Phone Number: 1.414.224.3819

Supervisor Email: anthony.morgano@mam.org

Essential Duties and Responsibilities:

Summary: Bradley and Haitian collections; research through press clippings, events, director’s files, exhibition files, registrar’s files for upload into content management and digital asset management systems.

Internship Description: In support of upcoming anniversaries, the Milwaukee Art Museum's Knowledge Management department is offering a research and cataloging internship for an MA and/or MLIS student for the Fall/Spring 2023-24 academic year. Responsibilities will include identifying relevant archival records (including analog and digital assets—such as correspondence, press clippings, etc.) and digitizing, describing, and cataloguing assets into the museum’s collection and digital asset management systems.

The successful candidate will have some knowledge of collection software (bonus for familiarity or experience with TMS, ArchivesSpace, ResourceSpace), research methodologies in history and/or art history and be familiar with authority files and controlled vocabularies, such as the Library of Congress Name Authority File (NAF) and Library of Congress Subject Headings (LCSH), the Getty Art & Architecture Thesaurus (AAT), and the Getty Union List of Artist Names® (ULAN).

The intern will work to gather information related to the Museum’s collection of Haitian art (one of the largest outside Haiti, <https://collection.mam.org/collection-areas/haitian/>), as well as the

Bradley collection, which consists of modern art (including Helen Frankenthaler, Alberto Giacometti, Wassily Kandinsky, Ernst Ludwig Kirchner, Gabriele Münter, Georgia O’Keeffe, Mark Rothko, and more).

Knowledge of and/or an interest in Haitian culture, non-traditional art is a plus!

Required Qualifications: Knowledge, Skills, and Abilities (check all that apply)

- Verbal Communication
- Microsoft Office Skills (Word, PowerPoint)
Adobe (Photoshop, Illustrator, InDesign)
- Detail Orientation
- Initiative
- Written Communication
- Ability to Work Independently
- Ability to Work in a Team
Presentation and Public Speaking Skills
- Problem Solving
- Flexibility/Adaptability/Creativity
- Organizational Skills
Customer Service
- Skills Multi-tasking

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

Critical and Creative Thinking Skills

- Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

Effective Communication Skills

- Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

Intercultural Knowledge and Competence

Student employee will be able to articulate insights into their own cultural rules and biases.

Individual, Social, and Environmental Responsibility

Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

Interns in the Knowledge Management department support the study and interpretation of the more than 30,000 objects in the Milwaukee Art Museum's collections. Interns will gain hands-on experience in identifying relevant archival records (including analog and digital assets—such as correspondence, press clippings, etc.) and digitizing, describing, and cataloguing assets into the museum's collection and digital asset management systems. Internships are an opportunity for students to learn about the museum's collections, exhibitions, programs, and methodologies, and to meet professionals in the museum field.

Learn more about the Milwaukee Art Museum: www.mam.org