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# MILWAUKEE ART MUSEUM

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**Position Title:** Brooks Stevens Archival Processing 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:* Brooks Stevens Archives; using ArchivesSpace, describe and arrange item-level records from the collection, ranging from correspondence to business documents to ephemera related to prolific industrial designer Brooks Stevens.

*Internship Description:* As a part of ongoing efforts to increase description of, and access to, our archival collections, the Milwaukee Art Museum's Knowledge Management department is offering an archival processing internship for a MA and/or MLIS student in Fall/Spring 2023-24 academic year. Responsibilities will include using ArchivesSpace to arrange and describe records from the Brooks Stevens archival collection to the item level, following established processing procedures, implementing controlled vocabularies, and contributing to greater access of the Museum's collections.

The successful candidate will have knowledge of archival management software (bonus for familiarity or experience with ArchivesSpace), experience with archival processing and description, and be familiar with archival research methods, archival description standards, especially DublinCore, 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).

**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](http://www.mam.org)