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# MILWAUKEE ART MUSEUM

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**Position Title:** Digital Asset Metadata 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:** Beret Balestrieri Kohn, Manager of Digital Assets

**Supervisor Phone Number:** 1.414.224.3829

**Supervisor Email:** beret.balestrierikohn@mam.org

**Essential Duties and Responsibilities:**

*Summary:* MAM’s exhibition history, Bradley collection, or Haitian collection; using ResourceSpace, add descriptive metadata to the digital assets (press clippings, exhibition catalogs, etc.) to increase asset searchability.

*Internship Description:* Contributing to ongoing efforts to integrate and increase accessibility of our digital assets, including digitized and born-digital photography, audio, video, and more, the Milwaukee Art Museum's Knowledge Management department is offering a metadata internship for a MA and/or MLIS student for the Fall/Spring 2023-24 academic year. Responsibilities will include adding items to ResourceSpace, the Museum’s Digital Asset Management System (DAMS), and entering metadata following establishing procedures and utilizing controlled vocabularies.

The successful candidate will have knowledge of digital asset management systems (bonus for familiarity or experience with ResourceSpace), experience creating and applying metadata to digitized and born-digital assets, and be familiar with 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). Experience working with or describing visual and audiovisual materials preferred.

**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)