



## Internship Opportunities at the Burchfield Penney Art Center

The Burchfield Penney Art Center is excited to announce internship positions available for the Spring 2014 semester. These internship positions are unpaid, but crafted to provide skill and experience development for students interested in pursuing a career in the Multimedia, Museum and Cultural Heritage fields. These positions are open to both undergraduate and graduate students pursuing degrees in Communication, History, Art History, Library Science, Museum Studies, or a related field. Internship responsibilities will be developed to specifically relate to each intern's prior experiences, skill set, and career goals.

The Charles E. Burchfield Archives is dedicated to preserving primary and secondary source materials relating to the arts and artists of Western New York. Most prominently, we hold most of the journals, sketches, and notes produced by Charles E. Burchfield during his artistic career. In addition to Burchfield's archival materials, we house significant collections from other artists connected to Western New York such as Paul Sharits, Milton Rogovin, Charles Carey Rumsey, and Martha Visser't Hooft. We also house the archival records of regional arts institutions such as ArtPark, the Art Institute of Buffalo, and the Buffalo Society of Artists. The Charles E. Burchfield Archives also hold nearly 4000 artist files of primary and secondary source materials related to artists with a connection to the WNY region, and our own extensive institutional records. One of our most exciting initiatives, the Arts Legacy Project, has been developed to increase access to information and resources about WNY artists at all stages of their careers, and the arts institutions which support the artistic community.

## **Internship Summaries**

The following internships are part-time, and must total at least 140 hours to be completed during the hours of 9 am – 5 pm, Monday - Friday. There is flexibility in determining the intern's weekly schedule, but work must be conducted during the Burchfield Penney Art Center's regular business hours while the archives staff is present.

### **Digitization/Communications Intern:**

This internship position involves working with the Arts Legacy Project, an exciting initiative geared to increase access to digital content and images about artists in Western New York. Responsibilities include:

- Adding content to artists' biography pages on the Burchfield Penney's website
- Using the Burchfield Penney's custom-built Content Management System to expand digital resources available online about the archival collections
- Editing oral history interviews conducted with Western New York artists
- Editing video interviews conducted with Western New York artists
- Compiling video clips to make a Living Legacy Project montage

Skills include:

- Effective verbal and written communication skills
- Experience with the Adobe suite, and specifically Adobe Premiere is preferred but not required

### **Library Intern:**

This position involves working closely with the Burchfield's two Lindemann Scholars to further develop and implement a comprehensive catalogue system for the Burchfield Penney's library resources. Responsibilities include:

- Cataloguing and data entry
- Reorganization of books and catalogues based on subject matter

Skills include:

- Ability to lift 30 lbs
- Experience with database programs and Microsoft suite
- Familiarity with Library of Congress Subject headings is preferred but not required.

### **Archival Processing Intern:**

This internship will focus on the processing of various significant archival collections, most significantly, the Artpark Archive, which documents an organization that has played a significant role in the history of avant-garde sculpture and theatre in Western New York. Responsibilities include:

- Conducting an assessment of archival materials as the preliminary stage of the arrangement and description process
- Rehousing photographs, slides, negatives, and contact sheets into sleeves for long-term preservation
- Rehousing textual archival materials for long-term preservation

Skills include:

- Ability to lift 30 lbs
- Familiarity with the Society of American Archivists' DACS standard (Describing Archives: A Content Standard) preferred, but not required
- Ability to work independently
- High degree of attention to detail

**Learning Opportunities for interns will cover some of the following areas based on project necessity and interest:**

- Development of understanding of archival descriptive structures, including collaborating on the creation of DACS-compliant finding aids
- Implementation of cataloguing structures within the Charles E. Burchfield Archives library
- Development of art and artifact handling techniques
- Digitization and access of archival materials

## **How to Apply**

Please send a resume, cover letter, and the names of two references to the Burchfield Penney Art Center by **January 6<sup>th</sup>, 2013**. Materials can be hand-delivered, e-mailed to [gringha@buffalostate.edu](mailto:gringha@buffalostate.edu), or mailed to:

Burchfield Penney Art Center  
Care of Heather Gring  
1300 Elmwood Avenue  
Buffalo, NY  
14222

We look forward to hearing from you!