



General Intern (Winter 2019)

Position posted on: November 30, 2018

New York

Pace Gallery, Research & Archives department is seeking one intern to assist with a variety of library and archives projects. Internships are available to students enrolled in graduate programs in Library and Information Science, Art History, Museum/Curatorial Studies, Archival Studies, or a related field. Interns must commit to two full days a week and be self-motivated and detail-oriented, as well as be able to work both independently and with a team. Candidates should have knowledge of basic library service, bibliographic research and cataloging, digitization projects, archival processing, and organization.

Duties:

- Cataloging and metadata creation of library and archival materials
- Retrieval of research materials at metro NYC libraries
- Researching and compiling artist exhibition history and bibliographies
- Digitizing records according to established protocols for inclusion in searchable database
- Assisting team with projects
- Administrative tasks as assigned
- Data entry and quality control

Preferred Qualifications:

- Excellent written and verbal communication skills
- Proficient computer skills including Microsoft Word, Excel, and Outlook
- Prior museum, auction house, or gallery experience
- Knowledge of modern and contemporary art

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with 'Pace R&A Intern,' in the subject line. No phone calls please

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.