



THE CENTER FOR PHOTOGRAPHY AT WOODSTOCK

## COLLECTIONS MANAGEMENT INTERNSHIP



[[HTTP://WWW.CPW.ORG/MEDIA/COLLE](http://www.cpw.org/media/collections)]

**Please review Internship descriptions and application guidelines listed below carefully PRIOR to contacting us.**

For information on scheduling an interview appointment, [click here](http://www.cpw.org/learn/internships/how-to-apply/) [<http://www.cpw.org/learn/internships/how-to-apply/>]

CPW seeks individuals of special talent this unique training opportunity. By working with CPW to support the digitization of our Permanent Print Collection (comprised of over 1,750 contemporary photographs and photo-based works), and updating existing catalog information, participating interns will leave the experience with a broader, deeper understanding of contemporary photography, collection practices and how they can pursue a career as a museum registrar or archivist.

Collection Management Interns will have the opportunity to;

- Have direct contact with CPW's Permanent Print Collection and associated documents
- Learn to handle and display various types of photographic works
- Acquire best practice skills in Collections management
- Communicate directly with artists featured in the Collection
- Observe and assist in the curatorial process.

This internship will support CPW's ongoing involvement in the Hudson Valley Visual Arts Collection Consortium's (HVACC) Digitization Project. HVACC whose members include CPW, the

Samuel Dorsky Museum of Art, Women's Studio Workshop, Woodstock Artists Association and Museum, and Woodstock Byrdcliffe Guild, was formed in 2009 to enhance the visibility, scholarship, and access to visual art collections based in New York's extended Hudson Valley.

The primary software application being used for this project is CONTENTdm, a web-based digital collection management software used to store and manage information and to make collections images and information available to users around the world.

### RESPONSIBILITIES

Collections Interns will assist CPW staff with;

- Maintenance of legal and informational documents on permanent collections such as deeds of gift, condition reports, invoices, etc.
- Participate in updating and inputting information in the collections management system Content DM, as well as physical files
- Photographing and scanning collection objects for condition records.
- Interns will work two-three days per week, for a three – four month schedule. Work will be conducted at CPW and on an as needed basis at the Samuel Dorsky Museum of Art where a portion of the collection is located
- Work will be supervised by CPW Executive Director and related staff

### METHOD OF EVALUATION

CPW staff will be available to assist you in taking the next professional step to advance your career goals. A final letter of evaluation will be provided summarizing areas of experience and performance by CPW's Executive Director.

### RECRUITMENT

Candidates are selected on the basis of their interest in the visual arts, their ability to contribute significantly to the project, and their openness to gaining meaningful experience from the opportunity. College credit may be arranged pending approval of your respective institution.

\*Interns should already live in or relocate to Woodstock / within the Hudson Valley / Catskill Region for the duration of the internship. Working, reliable transportation is required.

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## Visit Us

Center for Photography at Woodstock  
59 Tinker Street  
Woodstock, NY 12498  
Tel: 845-679-9957

[Map](#)

Gallery: Thur – Sun, 12pm – 5pm  
Offices: Mon – Fri, 10am – 6pm



## Stay Connected

Join the CPW mailing list

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