

Library Intern - Summer 2017

POSITION INFORMATION

Employer	Walker Art Center
Division	N/A
Title	Library Intern - Summer 2017
Description	<p>The Walker Art Center is pleased to offer an internship opportunity within our dynamic Library to assist with the implementation of an integrated library system. Our library contains a comprehensive collection of books and periodicals, including artists' monographs and catalogs from exhibitions held worldwide from the 1940s to the present, as well as files of small format ephemera and clippings for over 5,000 contemporary artists.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> - Update inventory of books in general collection - Create item records for artist monographs and exhibition catalogues using an open-source integrated library system - Assign barcodes to items - Identify basic preservation needs - Apply collection development policies to collection and identify items for deaccession as appropriate - Assist with shifting of collection and help develop creative space saving strategies <p>Duration and hours:</p> <ul style="list-style-type: none"> - May/June 2017 through August 2017 - Minimum of 2 days/week (8 hours per week minimum) <p>This is an unpaid internship. If the applicant has the option to use the internship for course credit, the Walker Art Center Library staff will work with the university to fulfill requirements as possible. The Walker Art Center offers 1-year membership, parking vouchers, discounts in Walker Shops and restaurant, and comp tickets to programming and events when available.</p>

Location

LOCATION

Nationwide

no

City

Minneapolis

State/Province

Minnesota

Country

United States

Position Type Part Time, Unpaid, Internship

HOW TO APPLY

Please email a letter of interest and resume as Word or PDF attachments to jobs@walkerart.org

Applications accepted via:
Other

IMPORTANT DATES

Posted On:
Apr 05, 2017

Applications Accepted Until:
Apr 29, 2017

CONTACT INFORMATION

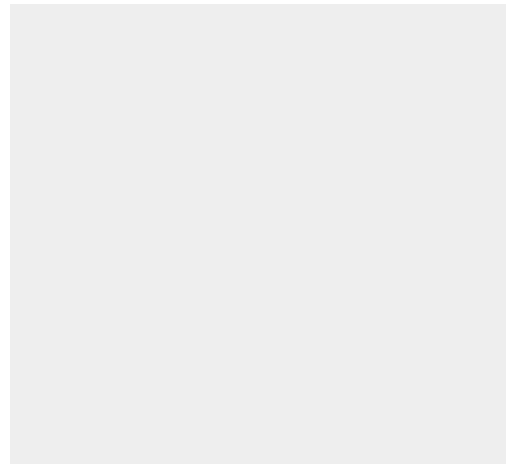
Employer	Walker Art Center
Name	Walker Arts Center Jobs
E-mail	jobs@walkerart.org
Address	1750 Hennepin Avenue Minneapolis, MN 55403 United States

Salary Level unpaid 📅

Job Function Arts Administration, Museum, Library, Arts, Media, Digital Media, Creative Design, Advertising

Qualifications

- Strong organization skills and attention to detail
- Knowledge of basic cataloging
- Previous library work experience required
- Coursework in library science preferred
- Interest in the arts
- Please note: this position requires the lifting and shelving of books.



Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)
[Privacy Policy](#) | [Terms of Use](#) | [NACElink Privacy Policy](#) | [NACElink User Agreement](#)