

**Menil Foundation, Inc.
Volunteer Opportunity**

Title: *Digital Asset Management Intern*

Department: Digital Assets Department

Reports to: Imaging Services Specialist

This internship opportunity in the Digital Assets Department will provide the successful intern with invaluable, real-world experience in digital asset management and rights and reproductions for a world-renowned collection of art.

General Responsibilities

- Digital Asset Management Intern will assist the [Imaging Services Specialist](#) with processing and cataloging assets, both analog and digital, according to imaging best practices and metadata standards of the field to support a variety of projects and programs at the Menil Collection.
- Interns will provide technical, clerical, and logistical support for imaging, rights and reproductions, and digital asset management for collection materials.

Qualifications

- Interest in image production processes, media management, digital content management, digital preservation, digital curation, and digital asset management is required.
- Basic knowledge of image processes and ability to follow best practices and standards in the field is required.
- Graphics and organizational skills, as well as attention to detail, are a must.
- Proficiency in Photoshop and flatbed scanners.
- Familiarity with Bridge and Microsoft Office programs preferred, but not required.
- Ability to work independently.
- Self-Motivated.

Benefits and Educational Opportunities

- Become familiarized with the Menil's collection materials, receive training in asset management, preservation, and permissions processes.
- Develop research, technician, and administrative skills as well as work with industry-standard software and hardware.
- Gain experience preparing images for a wide variety of stakeholders and platforms include the Menil's website and online education resources such as ARTstor, Shared Shelf, and the Getty Research Portal.
- Internship projects will be assigned according to the skill set and interests of the applicant.

To be considered for this unpaid internship opportunity, please send resume and cover letter to: Director of Human Resources, the Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.

Internship opportunities in the Digital Assets Department at the Menil Collection will provide the intern with invaluable, real-world experience in digital asset management and rights and reproductions for a world-renowned collection of art. Interns will become familiar with the Menil's collection materials, receive training in asset management, preservation, and permissions processes. The intern will have opportunities to develop research, technical, and administrative skills as well as work with industry-standard software and hardware. Additionally, interns will gain experience preparing images for a wide variety of stakeholders and platforms including the Menil's website and online educational resources such as ARTstor, Shared Shelf, and the Getty Research Portal. Internship projects will be assigned according to the skill set and interests of the applicant.

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Required Skills: Interest in image production processes, media management, digital content management, digital preservation, digital curation, and digital asset management is required.

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