

**Menil Foundation, Inc.
Internship Opportunity**

Title: *Rights and Reproductions 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

- The Rights & Reproductions Intern will follow department processes to assist the Imaging Services Specialist for obtaining permissions and rights clearance by researching and obtaining image copyrights for artworks that support a variety of projects and programs at the Menil Collection.

Qualifications

- Interest in intellectual property law and permissions processes.
- Familiarity with fair use and ability to follow best practices and standards is required. Research and organizational skills, as well as attention to detail, are a must.
- Computer proficiency in Microsoft Office programs and FileMaker Pro is preferred, but not required.
- Ability to work independently.

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.