



## **Nueva Luz Study Center Intern Job Description**

**Overview:** En Foco is seeking an archivist intern to assist with creating metadata for our digitized Critical Mass newsletters. [Critical Mass](#) was produced from 1986 to 1996 and incorporated into the [Nueva Luz magazine](#) from 1997 to 2009. There are a total of 53 stand alone newsletters that are a window to the New York art and photography world through essays, profiles on photographers, opportunities and exhibition listings. The project will contribute to the Nueva Luz Study Center, En Foco's hub for information about its rich history. It includes access to the digital database and programming to make these resources accessible.

**The position requires** a strong interest in archives, digital humanities, photography and social history. Experience with researching, identifying, and evaluating archival information is important. We are looking to engage someone who is organized and detail-oriented for project-based work.

The position is available for the spring semester with the possibility of renewal. It is hybrid and we expect between 6-10 hours per week. A stipend of \$500 is available.

### **Responsibilities:**

- Make an inventory of content in each Critical Mass Issue
- Summarize Nueva Luz essay content
- Participate in periodic archives meetings to report on progress and understand how project fits into broader efforts
- Work independently while being supervised by the Collections and Archives Manager

### **Qualifications:**

- Prior experience working in Information Sciences
- Excellent organizational skills and high attention to detail
- Ability to work on projects independently and remotely, with minimal direction, while also partnering with a small team for project execution
- Proven ability to effectively prioritize and execute tasks
- Strong interpersonal, written, and communication skills

Please email your resume and a cover letter describing your interest in this position to [jobs@enfoco.org](mailto:jobs@enfoco.org), with the subject line "NLSC Intern" No phone calls, please.

En Foco, Inc. is a non-profit that supports U.S.-based photographers of African, Asian, Latino, Native American, and Pacific Islander heritage. Founded in 1974, En Foco makes their work visible to the art world, yet remains accessible to under-served communities through exhibitions, workshops, events, and publications.