



Research Intern Job Description (Part-Time)

Overview:

En Foco is seeking a part-time **Research Intern** to help refine and expand our archival records. This role involves updating and enhancing data related to our exhibitions, promotional materials, exhibition photos, and information about artists and curators, both for physical and digital archives. En Foco's archival database, PastPerfect is a specialized tool used by museums to manage art collections and archival materials. Training will be provided as needed. Tasks include improving information from past exhibition archives and conducting research on relevant people, events, and places. Resulting in a comprehensive digital archive tool that will support educational initiatives. We are looking for a highly organized and detail-oriented individual to take on this project-based work. This position reports directly to the Collections and Archive Manager and the Managing Director.

Position requires: a) a Strong interest in archives, libraries, and digital humanities, as well as photography; b) perform research, identification, and evaluation of archival data in relation to database searchability; c) a strong interest in the maintenance of archival databases. d) Routinely lift, carry, and move materials weighing ~30 pounds.

Responsibilities:

- Extracts important information from Exhibition archive scans.
- Research artists' biographies and websites to enhance database records for improved searchability.
- Researches and enhances already existing vocabulary lists for classification, subjects, and search terms with an emphasis on education.
- Connects people, photos, archives, and exhibition records.
- Work independently while being supervised by our Collections and Archives Manager.

Qualifications:

- Prior experience working with digital archive databases.
- 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 are required.
- Proficiency in Google Suite

Compensation: A stipend of \$150 per week is available, interns are expected to report twice weekly. Please email your resume and a cover letter describing your interest in this position to jobs@enfoco.org, with the subject line "**Research 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.