

Pratt School of Information Hauser & Wirth Institute Archives Fellowship

Fellowship Application Summer 2025

Fellowship information

Ahead of its 50th anniversary in 2027, The Drawing Center, a museum and nonprofit exhibition space in SoHo that focuses on the exhibition of drawings, is undertaking a vital digital archive project. TDC's physical archives represent exhibitions, events, and artist programs from 1977 to 2006, encompassing exhibitions on the work of Kara Walker, Hilma af Klint, Julie Mehretu, Victor Hugo, Louise Bourgeois, Sol LeWitt, and many others.

The Hauser & Wirth Institute (HWI) Archives fellow will work on creating metadata for visual material (slides, photographs, etc.) and ephemera that has been digitized by HWI from The Drawing Center's extensive exhibition archive. The fellow will catalog the assets and help establish an image filing system best suited for Craft CMS (TDC's website backend software).

The work will take place onsite at The Drawing Center in Manhattan. The fellow will report to TDC's Communications & Marketing Associate and Director of Communications, with support from the curatorial staff at The Drawing Center and guidance of archivists at HWI.

The fellowship recipient will commit for 16 hours/week (240 hours/semester for the summer 2025 semester; 15 weeks total from May 2025-August 2025). This fellowship includes a scholarship in the amount of \$7,730. The successful applicant must take at least 6 credits in the fall 2025 semester.

Please contact the SI Office with questions about the fellowship and/or application process.

This exciting opportunity is part of a larger project funded by Hauser & Wirth Institute to digitize and make accessible exhibition materials from the archives of The Drawing Center.

Hauser & Wirth Institute (HWI) is a non-profit, private foundation dedicated to transforming the field of artists' archives by nurturing equity and innovation and increasing access to archives. The Institute provides grants for progressive archival projects and education, and has an In-House Archiving Program to process archives as a free service.

Eligibility

To be eligible for consideration, an applicant must:

- Have started the MSLIS program no later than spring 2025 and have a graduation date no earlier than fall 2025
- Have completed INFO 625 Management of Archives and Special Collections
- Be interested in artist archives
- Agree to take INFO 9600 Zero Credit Summer Internship –OR– present work done at the fellowship at InfoShow25, the annual showcase of student work on May 16, 2025.

Qualifications

- Strong attention to detail
- Self-directed and able to work independently
- Coursework or experience cataloging images and/or describing archival materials
- Prior experience with DAM system implementation preferred
- Prior experience with retouching and the Adobe Creative Suite preferred but not required

Application submission & deadline

To apply, send the following as one PDF file to glai@pratt.edu

- Completed Applicant Information Sheet (see section below)
- Resume/CV
- Statement of purpose (1-2 pages explaining why you're applying for the fellowship and what you hope to gain from the experience, etc.).

The deadline is 5pm EST on Monday, April 7, 2025.

Applicant Information

Name:

Pratt ID:

Email:

Telephone:

Statement of Accuracy

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge.

Application signature

Date