

Pratt School of Information

Digital Asset & Preservation Fellowship

Whitney Museum of American Art

2025-2026

Fellowship information

The purpose of the Digital Asset & Preservation Fellowship is to provide an opportunity for a MSMDC or MSLIS student to gain first-hand experience in multiple areas related to the management of digital files, data, and records in a museum archives setting. The fellowship will take place in the Whitney Museum of American Art's Research Resources and Collection Management Department.

The Research Resources and Collection Management Department supports the research needs of museum staff and members of the academic and museum communities by providing access to primary resources, published resources, and other research material relating to the Museum's history, collections, and programming. The Department includes the following units: Library, Archives, Permanent Collection Documentation and Information, Licensing, and Digital Asset Management.

The Whitney Museum of American Art Archives collects, preserves, and provides access to primary source materials that further the study of twentieth-century and contemporary American art. The Institutional Archives document the origins, development, and activities of the Museum, with records dating back to the establishment of the Whitney Studio in 1914. The Archives also holds distinct manuscript collections that complement the Museum's extensive exhibition history and permanent collection of over 25,000 artworks by more than 3,600 artists. The Whitney Archives' collection portal, based in ArchivesSpace, provides descriptive information of archival collections, and allows researchers to view digital reproductions of select material.

Staff and external researchers can also access digitized holdings from the Whitney Archives through the Museum's Digital Asset Management (DAM) system, ResourceSpace. The Whitney preserves important digital records using the Archivematica preservation toolkit, which outputs to both ResourceSpace and ArchivesSpace, allowing for integrated preservation and access.

Responsibilities include:

- Preparing digitized files for preservation In the Museum’s digital repository using Baglt
- Shepherding bagged files through the Archivemata preservation pipeline, carefully assigning correct ArchivesSpace metadata tags
- Identification of representative images for ArchivesSpace records in consultation with Head Archivist
- Creating or editing ArchivesSpace records at folder or item level
- Organization of Whitney Archives assets and additional data entry in ResourceSpace

The fellowship recipient will commit to working 8 hours/week (120 hours/semester for the fall 2025 and spring 2026 semesters (30 weeks total from September 2025–May 2026).

This fellowship includes a scholarship in the amount of \$7,965 that will be divided equally between the fall 2025 and spring 2026 semesters. Students should be registered for or have taken INFO 625 Management of Archives and Special Collections, and should have taken or plan to take a course that addresses digital preservation, such as INFO 655 Digital Preservation & Curation or INFO 665 Projects in Digital Archives. For spring 2026, the fellow must take either INFO 698 Practicum/Seminar or present their fellowship project at #infoshow2026 at the end of the semester. The successful applicant must take at least 6 credits in both the fall 2025 and spring 2026 semesters.

The fellow will be selected and supervised by David Neary, Digital Asset Manager, and Tara Hart, Head Archivist, in consultation with Farris Wahbeh, Director, Research Resources, Whitney Museum of American Art. Official notification will be made in late April 2025.

Please note that continuing the fellowship through spring 2026 is contingent upon review of the fall 2025 semester by Whitney Museum staff.

For questions about the fellowship and/or application process, please contact the SI Office.

Eligibility

To be eligible for consideration, an applicant must have:

- started the MSMDC or MSLIS program no later than spring 2025
- a graduation date of June 1, 2026 or later
- Taken or plan to take INFO 625 Management of Archives and Special Collections, as well as a course that addresses digital preservation, such as INFO 655 Digital Preservation & Curation or INFO 665 Projects in Digital Archives.

Application submission & deadline

To apply, send the following as one .pdf file to qlai@pratt.edu -

- Completed Applicant Information Sheet (see page 3)
- Resume/CV
- A list detailing your software/technology proficiency
- 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, Monday, April 7, 2025.

APPLICANT INFORMATION

Name:

Pratt ID#:

E-mail:

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.

Applicant signature

Date