

FOTOSAMMLUNG RUTH UND PETER HERZOG, BASEL
INTERNSHIP IN THE FIELD OF INVENTORY AND DIGITALISATION

Description	The Fotosammlung Ruth und Peter Herzog in the <i>Jacques Herzog und Pierre de Meuron Kabinett</i> belongs to the world's leading collections of historical photographs. The collection was constituted over the past 45 years and currently contains +/- 500'000 photographs spanning the nineteenth and beginning of the twentieth century. In the fields of recording, inventory and digitalisation, we are currently looking for motivated interns. In addition to indexing the collection, your tasks will also include technical aspects such as producing digital reproductions or the implementation of basic conservatory measures.
	Inventory and conservation Gathering of data from the collection items and inserting these in the database. Performing conservatory measures based on the objects' state of preservation and photographic techniques. Digitalisation Creation of high-resolution reproductions of the collection items (single photographs, albums and album pages) by means of a high-end photographic equipment and software. Implementation of the reproductions into the database (file format, file naming, metadata, uploading).
Qualifications required	
Education / Work experience	Advanced studies in the field of History of Photography, Information and Documentation Science, Conservation and Restoration, Fine Arts, New Media or similar fields. Basic knowledge of the history and techniques of nineteenth and twentieth century photography and an interest in the processes of searching and recording metadata. Basic knowledge in the Adobe Creative suite.
Language	Being fluent in spoken and written German and English as well as proficient in at least one of the spoken languages of the collection: French, Italian or Spanish.
IT	A confident handling of the common EDP programs (MS Office), work experience on PC and MAC. You will be required to adopt the handling of our database software <i>ArtPlus</i> as well as other software (e.g. <i>CaptureOne</i>, <i>Nikon Camera Control Pro</i>).
What we offer	Insights into the management of a collection, scientific handling of photographic originals and practice in the field of high-end reproduction of photographic objects and art works, by museum standards. A unique work experience in a young and dynamic team.
Place	Münchenstein/Basel
Quota	60 - 100 %, 4 Months, from September 2019
Application	We are looking forward to your detailed application, with the mention of the desired workload, in one PDF file (letter of intent and CV), which is to be submitted via e-mail: jobs@fotosammlung.com Applications by e-mail only.