

BURLINGAME LIBRARY SUMMER PROJECT INTERNSHIP

25 hours per week

Hourly rate \$18.86 -- \$22.93

THE IDEAL PUBLIC ART INTERNSHIP CANDIDATE WILL:

- Demonstrate a proactive, energetic, and organized approach to efficiently manage multiple tasks and responsibilities.
- Have strong research and analytical skills with a high attention to detail.
- Have strong organizational and project management skills and be able to work independently and collaboratively.
- Be able to learn new technology quickly.
- Possess excellent written and verbal communication skills, with the ability to draft professional correspondence, reports, and presentations.

Job Title: Public Arts Commission Intern

Working directly with the City Librarian and with input from an Arts Commission Task Force, the City of Burlingame is seeking a highly motivated and detail-oriented individual to assess the current stock of public art and research, evaluate, and recommend a comprehensive public facing online cataloging software for public art in the City. This role requires a unique blend of some basic database/software testing skills, basic art interest, and the ability project manage and present a solution at the end of 8 weeks.

Responsibilities:

- Catalog and Interface Testing:
 - Create timeline and map out project goals for 8-week project
 - Research / create detailed assessment of public art in City
 - Valuation (if possible)
 - Provenance
 - Maintenance
 - Location
 - Research and make a recommendation on a public-facing catalog software based on these attributes:

- Public interface
 - User friendliness for both public and staff
 - Robust software that will remain future proof
 - Cost
- Recommend appropriate catalog software or content management system
- If Time Allows:
 - Work with staff to develop an information structure to be used for each piece of artwork that includes all relevant metadata.
 - Create written guidelines to ensure future data accuracy, consistency, and accessibility.

Requirements:

- Must be a Sophomore or Junior in college working toward a Bachelors' Degree with minimum GPA of 3.5 / 4.0 scale
- Resume
- Cover letter explaining interest in this project
- College transcripts