

Proposed Activities for an AMICO Intern at Member Institutions

At the 2000 Annual Members Meeting it was proposed by the Users & Uses Committee that it would be beneficial to have a list of potential duties that could be assigned to an AMICO-focused intern, since museums often have volunteer or intern resources available to them. Below is a compiled task list from Member suggestions. Please consider these if such a resource to assist with AMICO is possible.

Rights & Reproductions

- Permissions & image availability research.
- Creating a listing locating and tracking down estates and artists.

Technical/Imaging

- Book photography required for works and identify works that need to be photographed.
- Capture metadata.
- Data entry and verification.
- Pull transparencies for scanning.

Editorial Selection for AMICO Contribution

- Identify ARS artists in collection and artists represented by other AMICO museums.
- Tracking down metadata sources for rich records each year (new or updating existing files). Checking exhibition catalogues, published sources.
- Review Antenna Audio files, directing them to appropriate AMICO internal-editorial authority.
- Do research on AMICO library to determine the hidden strengths (i.e. photography holdings, artist sketchbooks) and highlight relationships to works in our collection and potential links to other collections.
- Review specialized art history texts (not the general 101 texts) for Member works.

Marketing/PR

- Put together a PowerPoint presentation on AMICO to introduce to the staff.
- Run introductory demonstrations and info sessions for different departments (under the direction of the Principal Contact) to make staff aware of AMICO and the AMICO Library.
- Help to regularly broadcast/advertise AMICO site within Institution.
- Prepare materials on how to use the AMICO Library and how to download images into PP presentations.
- Research and write artist biographies.
- Provenance research, for the general collection and Nazi-Era works.

Administrative

- Coordinate sharing and use of Antenna Audio clips with other Members.
- Manage communication among AMICO team, such as coordinating and overseeing the AMICO contribution from the various departments included in the AMICO team.
- Take notes of AMICO meetings – send to team. Facilitate follow up.
- Keep eye on AMICO site – apprise of updates.

Education

- Help Museum Educators look for images in the AMICO Library to aid in their programs.
- Research works related to own collection for comparative study by docents to facilitate docent training.