Schaeffer Fine Arts Library Placement Project (for FASS3000)

POSITION DESCRIPTION

Position title: Library Research (Archival Collection) and Metadata Intern

Department: Schaeffer Fine Arts Library

Report to: Senior Librarian

Enrolment type: Part-time (20 hours weekly)

Classification: Vocational placement (non-paid)

Conditions: Meeting following FASS3000 unit conditions:

a. **Dates**: must be within S2 session 1 teaching dates (Monday, 4 August – Friday, 7 November 2025)
b. **Hours required**: 140 hours (Minimum)

 To be eligible, students must be undertaking a FASS undergraduate degree or major and have **completed 24 credit points of 2000 or 3000 level study**. Importantly, you must have sufficient space in their degree for 6-credit points of elective study.

c. Academic Calendar Dates: **Key dates - The University of Sydney**

ABOUT SCHAEFFER FINE ARTS LIBRARY

The Schaeffer Fine Arts Library is one of Australia's leading art libraries. Situated at the University of Sydney and supported by the Power Institute, this specialist reference-only library is open on weekdays to both students and the public. The Schaeffer Fine Arts Library is a key resource, offering facilities for individual study and research, along with a collection of materials distinguished by its academic quality and breadth.

The library's collection includes approximately 50,000 monographs (encompassing books, exhibition catalogues, and dissertations), 3,000 DVDs and Blu-rays, 400 journal titles, and a legacy collection of 40,000 high-resolution digital images. The subject scope covers the history of the visual arts, with particular focus on modern and contemporary artists and movements, art of the Asia-Pacific region, and Australian Indigenous art. The collection also features works on semiotics, philosophy, cultural studies, museum and gallery curation, architecture, literature, photography, and cinema.

The library is closely associated with the Discipline of Art History and the Discipline of Film Studies, providing specific materials and facilities for students undertaking related courses.

ABOUT THE INTERNSHIP POSITION

To create and enter metadata for an uncatalogued collection of artists books, among other papers and ephemeral in the Schaeffer Fine Arts Library. To do the primary research on the ephemera collection and relevant artists and prepare for an exhibition and article in GLAM publication.

The Schaeffer Fine Arts Library is offering an exciting internship opportunity for students interested in the intersection of art history and library science. This internship focuses on capturing metadata for early works of artists, including books, diaries, notes, sketches, and other ephemera from our extensive archival collection. Interns will gain hands-on experience in cataloging and metadata entry, enhancing their skills and knowledge in twentieth and twenty-first-century art history.

Duties include:

- Researching uncatalogued collection of artists books
- Capturing and entering Meta Data
- Significance assessment and object description?
- Possibly writing a blog entry or other such outcome for the GLAM website, if the student is interested?
- Researching and analyzing the archival collection of artists' early works.
- Capturing and entering detailed metadata for various items, including books, diaries, notes, sketches, and other ephemera.
- Assisting in the organization and maintenance of the archival collection.
- Digitizing records to create digital copies for preservation and accessibility.
- Possibly writing a blog entry or other content for the GLAM (Galleries, Libraries, Archives, and Museums) website, if interested.
- Collaborating with library staff to ensure accuracy and consistency in metadata.
- Participating in regular meetings and training sessions to enhance cataloging skills.
- Opportunity to host an exhibition featuring these materials and give a brief talk about the collection and the internship experience.

METADATA CAPTURING PROJECT

1. Sherman Gallery Archives (Ian Potter Room): 137 Boxes
2. Bernard Smith Archives Collection (Ian Potter Room): 25 Boxes
3. Schaeffer Ephemera Collection (Hons. Room): 23 Boxes

KEY LEANING OUTCOMES

- Primary research
- Capturing metadata
- Cataloguing and use of excel and/or databases?
- Knowledge of safe object handling and archival work
- Library and collections management
- Knowledge of twentieth-century Australian (and International?) Art History and creative practice?
- Acquire practical experience in cataloging and metadata entry into Library System.
- Expand knowledge of twentieth and twenty-first-century art history.
- Develop research skills specific to archival collections.
- Gain insights into the organization and management of a fine arts library.
- Enhance attention to detail and data accuracy.
- Learn digitization techniques and digital preservation methods.
- Gain experience in content creation for library and museum websites.
- Develop public speaking and exhibition planning skills.

Essential Criteria

- Currently enrolled students in a relevant undergraduate or graduate program (**Art History, Museum Studies**).
- Demonstrated interest in art history and archival research.
- Basic knowledge of data entry.
- Strong research and analytical skills.
- Excellent attention to detail.
- Able to commit and meet a **targeted collection's metadata entry.**
- Fix **daily 2 to 4 hours on the project commitment**, following a weekly shift.

Desirable criteria

- **Interest in twentieth and twenty-first century Australian and International Art History?**
- Basic knowledge of cataloging principles and metadata standards.
- Experience with digital tools and platforms for cataloging and metadata entry.
- Interest in creating digital content and exhibition planning

Key Skills:

- Proven strong written and verbal communication skills in English Language.
- Proficiency in using computer software for data entry and research.
- Ability to work independently and collaboratively in a team environment.
- Organizational skills and ability to manage multiple tasks efficiently.

PHYSICAL REQUIREMENTS

- Ability to handle fragile and delicate archival materials with care.
- Capacity to sit or stand for extended periods while performing research and data entry.
- Occasional lifting of light archival boxes and materials.

CONTACT

- For more information, please contact **FASS3000 Senior Placements Officer**, Rebecca Malek at **fass.student-placement@sydney.edu.au**
- For more information on **Schaeffer Library Internship Program**, please contact, Senior Librarian M. Sajid Foazdar at **schaeffer.library@sydney.edu.au**

Ephemera Collection

Sherman Gallery Archives (Ian Potter Room):

➢ Each box is listed by Artist family name and their respective works that need to be evaluated and catalogued.

➢ List of these boxes already exist in the Hypatia >> Schaeffer Archives >>> Sherman Gallery Archives

➢ Records fields are available and needs to enter the metadata

Bernard Smith Archives Collection (Ian Potter Room):

- Each boxes is listed by numbers and predetermined.
- Each boxes have articles and newspaper clippings
- List of these boxes already exist in the Hypatia >> Schaeffer Archives >>> Bernard Smith Archives.

Schaeffer Ephemera Collection (Hons. Room):

➢ Each box is listed by Artist family name and their respective works that need to be evaluated and catalogued.

➢ Hypatia >> Schaeffer Archives >>> Schaeffer Ephemera Archives