

Calder Foundation, New York
The Terry Roth Internship
Archival Intern

The Calder Foundation is a non-profit institution dedicated to collecting, exhibiting, preserving, and interpreting the art and archive of the twentieth-century artist Alexander Calder.

The Terry Roth Internship was established in honor of our longtime friend and collaborator with the goal of making internships accessible to all candidates by compensating recipients.

One part-time, in-person internship is available to students (undergraduate or graduate) or recent graduates of art history or a related discipline. Undergraduates must have completed at least two years of study. Compensation will be \$20.00 per hour.

The Calder Foundation Archive maintains over 130,000 documents, 26,000 photographs, dozens of films, and thousands of press clippings, articles, and publications. The Archive is also responsible for researching, cataloguing, and archiving dossiers of information and images for more than 22,000 known works created by Calder.

Archival Internship

Fall 2025

Part-time

Minimum commitment: 10 hours per week, 8 weeks

The Archival Intern will work under the supervision of the Archivist / Researcher and will focus on organizational tasks involving cataloguing and preserving the foundation's collection of publications, exhibition materials, historical photographs, and documents.

Applicants must be conscientious, professional, and **detail oriented**. They must also possess strong visual, analytical, and organizational skills. Prior experience with archival tasks, FileMaker Pro databases, and Mac operating systems is beneficial but not required. Proficiency in French is appreciated but not required.

Application Instructions

Deadline to apply is **Wednesday, 8 October 2025**.

Please submit the following materials to resume@calder.org and **include in the subject line of the email "Fall 2025 Archival Intern"**

- a brief statement of interest
- resume
- names and contact information for two references, academic or professional

Applicants must be eligible to work in the United States and will be required to complete the necessary employment eligibility verification forms upon hire.

The Calder Foundation is an equal opportunity employer. We welcome applicants from all backgrounds, including those from marginalized communities, and are committed to creating a diverse and inclusive environment for all employees.

Only applicants being considered for the internship will be contacted by the Foundation for an in-person interview. No inquiries, agencies, or phone calls, please.