

The Fashion Archive Studio Program

Collection Care, Object Handling, and Archival Practice

The Studio Program functions as an active collections studio where students support the ongoing stewardship and maintenance of The Fashion Archive.

Description

The Fashion Archive Studio Program provides structured, hands-on experience in the operational practices of a fashion archive. Students work in a supervised studio environment focused on object handling, documentation, storage procedures, and collection organization.

Working alongside faculty, Studio Practitioners assist in the physical care and systematic management of the collection. Emphasis is placed on accuracy, consistency, and adherence to established archival protocols.

The program supports the long-term functioning of The Fashion Archive as a research and teaching collection by ensuring objects are properly handled, recorded, and maintained.

Studio Practitioners meet regularly on Fridays throughout the academic year in scheduled studio sessions.

Objectives

- Support the care, handling, and preservation of fashion objects within a working archive
- Ensure accurate documentation and consistent recordkeeping of collection materials
- Maintain organization and accessibility of stored and active collection objects
- Develop proficiency in museum and archival workflows and standards
- Strengthen attention to detail, procedural accuracy, and material accountability
- Support the operational integrity of The Fashion Archive

Requirements

- Sophomore, Junior or Senior status from any discipline
- Minimum cumulative GPA of 3.2
- Ability to follow detailed procedures and maintain consistency in task execution
- Strong attention to detail and visual accuracy
- Capacity for repetitive, precise, and careful object-based work
- Ability to work independently and within a structured studio team
- Commitment to Fridays from 1-4 PM for the full academic year
- Participation in a selection process (if applicable)
- Reliability and adherence to scheduled studio hours

Studio Practice Focus

The Fashion Archive Studio Program is grounded in professional archival practice and object stewardship. Studio Practitioners will:

- Handle fashion objects in accordance with museum and archival standards
- Assist with condition assessment and object movement protocols
- Support cataloging, labeling, and documentation workflows
- Participate in systematic storage and retrieval processes
- Contribute to the organization and maintenance of collection spaces
- Gain familiarity with operational standards used in museum and archive environments

Benefits

- Practical training in museum and archival collection care practices
- Experience working within a professional-style collections environment
- Development of precision, procedural discipline, and material awareness
- Exposure to standards of object handling and documentation used in cultural institutions
- Experience contributing to the operational functioning of a fashion archive
- Strengthened professional readiness for museum, archive, and collection-based careers
- Participation in a structured, supervised collections studio environment

Studio Practitioner Responsibilities

Object Handling and Care

- Assist with safe handling, movement, and support of fashion objects
- Follow established protocols for storage, packing, and retrieval
- Prepare objects for studio use and return to controlled storage
- Maintain clean, organized, and compliant workspace conditions

Documentation and Collection Records

- Assist with object photography under supervision
- Support accurate entry of object data into collection systems
- Label, organize, and track collection materials according to established standards
- Maintain consistency in documentation practices and file organization

Collection Management Support

- Assist with organization of storage areas and collection housing systems
- Support inventory control and object tracking procedures
- Participate in routine audits and verification of collection records
- Maintain order and accessibility of active studio materials

Studio Operations

- Attend scheduled studio sessions reliably throughout the academic year
- Follow all handling, safety, and procedural guidelines
- Communicate clearly with faculty regarding collection needs
- Contribute to the smooth daily operation of The Fashion Archive Studio