Peter J. Kaiser

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EXPERIENCE

Intern, UN Photo Library

United Nations, New York, NY
October 2024 - February 2025
- Cataloged and captioned historical images digitized from the UN's legacy photography archive
- Facilitated media requests from UN member states
- Collaborated with photography and news staff to create a photo essay for the UN Photo website
- Processed records for verification within the digital asset management system (Orange Logic)
- Optimized documentation for asset processing and cataloging and presented findings

Graduate Assistant, Material Lab

Pratt Institute School of Design, Brooklyn, NY
February 2023 - October 2024
- Photographed, cataloged, and processed a special collection of physical design materials
- Uploaded material records to JSTOR Forum, ensuring proper metadata implementation
- Managed circulation of materials to the student body and faculty
- Provided instruction and reference support for students and faculty using the lab

Imaging and Archive Manager

Marianne Boesky Gallery, New York, NY
February 2018 - December 2022
- Managed and maintained the gallery's image and press archive
- Hired and coordinated photographers to document inventory and exhibitions
- Processed, retouched, and color-corrected photography
- Designed exhibition previews, project commissions, and artist overviews
- Updated and maintained the gallery website with digital assets
- Fulfilled rights and reproduction requests from institutions and publishers
- Assisted with research and editing for artist publications
- Managed the gallery's reference library and artist catalog inventory

EDUCATION

Pratt Institute — Master of Library and Information Science
2023 - 2024
SUNY Purchase — Bachelor of Arts in New Media
2009 - 2013

SKILLS

- Photography (Canon cameras)
- Imaging editing/compositing
- Digital media curation/preservation
- Metadata design
- Adobe Creative Cloud (Photoshop, Lightroom, InDesign)
- Content Management Systems
- Digital Asset Management Systems (Orange Logic)
- Preservica
- Digitization (Nikon and Epson scanners)