



INTERNSHIP DESCRIPTION

INTERNSHIP TITLE: PSO Archives Intern
Dates Needed: September 2019-May 2020
Reports to: Carolyn Friedrich, Archivist

The Archives Intern assists in creating processing plans, digitizing, arranging and describing collections, working with the PSO's archival database and other management systems. The intern will work with a variety of media, including audio-visual, photographic, and promotional materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with archival projects, including digitization and metadata creation.
- Accession and representation (cataloging) of organizational records, audio-visual materials, and/or special collections.
- Assist in research, digitization, and archival projects related to the symphony's 125th anniversary season
- Assist in creating exhibits and content for display in Heinz Hall or for distribution via social media
- Other archival activities as needed
- Possibility for specifically tailored project based on intern interests and available timeframe.

REQUIREMENTS:

- Currently enrolled in graduate level studies, preference given to students pursuing degrees in music, history, library and information science, or related fields.
- Interest in learning basic archival skills and theory.
- Attention to detail is *essential* to this internship
- Excellent written communication skills
- Experience with Adobe Photoshop and basic photo editing beneficial
- Experience with reference service, interest in A/V materials, and an interest in preservation a plus.

To apply for this internship:

Send resume and cover letter to Carolyn Friedrich, cfriedrich@pittsburghsymphony.org

Please specify interest in the internship: for credit, work study program, or volunteer.

This internship requires a minimum 8-10 hours per week to take place Wednesday-Friday during normal business hours. This is a non-paying internship.

Applications due no later than September 15, 2019 or until internship is filled.