MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION

**Host Site:** Carnegie Museum of Art

**Site Supervisor:** Elizabeth Tufts Brown  **Email/Telephone:** tufts-browne@cmoa.org

**Position Category:**
- X Academic
- Public
- X Archive
- School
- Children & Youth
- Other

**Time Commitment per week:**
- X 10 hours
- ___ 15 hours

**Compensation:**
- $ Hourly wage
- $ Stipend/term
- X None

**Public Transportation Accessible:**
- X Yes
- ___ No

**Position Overview** (1-3 sentences)

CMOA has two opportunities for students:
The **Museum Archives intern** will aid the CMOA Associate Registrar in the physical arrangement and description (archival processing) of significant photographic and textual records, dating from the 1890s through the 20th century. S/he will also gain invaluable experience with a content management system for the museum’s archival materials.

The **Time-Based Media Project intern** will provide crucial support to the Time-Based Media Project. S/he will work with the Senior Research Associate to scan documents and photographs from the Department of Film and Video archive; create metadata according to professional standards; transcribe audio recordings; and complete other project related tasks as needed.

**Essential Job Functions**

Physical/Intellectual arrangement of archival records and the creation of Finding Aids according to the data content standard *Describing Archives (DACS).* Scanning documents and transcribing audio recordings.

**Requirements**

- Must have prior experience processing archival collections, preferably according to widely adopted standards.
- Must be a self-starter and interested in processing/investigating a variety of formats (photographs, textual documents).
- Must be able to lift 40 lbs

**Other Skills/Abilities**