

School of
Information Sciences

Department of Information Culture and Data Stewardship

**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: <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Archive <input type="checkbox"/> Children & Youth <input type="checkbox"/> Public <input type="checkbox"/> School <input type="checkbox"/> Other
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours
Compensation: \$ <input type="checkbox"/> Hourly wage \$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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