

School of
Information Sciences

Department of Information Culture and Data Stewardship

**MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION**

Host Site: Episcopal Diocese of Pittsburgh Archives			
Site Supervisor: Joan Gundersen		Email/Telephone: jrgunder@episcopalpgh.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 \$ <u>500</u> Stipend/term <input type="checkbox"/> None			
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Position Overview (1-3 sentences) Archives interns can shape their work to focus on record processing, cataloging, or conservation or some combination of these. There are also opportunities to work on research, on-line exhibits, and special projects. The collection includes a variety of records, photographs, audio and video materials and memorabilia from the diocesan offices, ecclesiastical authorities, closed parishes, and active lay leaders. There is also a small supporting library with cataloging needs.

Essential Job Functions

Workers are screening collections brought in from the field, creating records for documents and artifacts, moving electronic materials to newer formats, creating records for objects and textiles from closed parishes, responding to genealogical and historical questions from researchers, and generally working at a variety of tasks in a small archive with a specialized field of collection, but a broad range of materials within that field.

Requirements

Ability to work independently with supervision and training from archivist, fine motor skills, persistence and attention to detail. Must respect confidentiality, be organized, communicate well, comfortable with major programs of Microsoft Office

Other Skills/Abilities

Familiarity with Past Perfect and Wordpress is desirable, but not required. Familiarity with religious terminology is preferable, but guides are available.