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

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

**Compensation:**  
- $ _____ Hourly wage  
- $ 500_____ Stipend/term  
- _____ None

**Public Transportation Accessible:**  
- **X** Yes  
- ___ 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 Wopress is desirable, but not required. Familiarity with religious terminology is preferable, but guides are available.