

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: The Mattress Factory Museum	
Site Supervisor: Sarah Hallett	Email/Telephone: 412.231.3169/sarahh@mattress.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"/> 10-15 hours	
Compensation: Hourly wage \$ _____ Stipend/term \$ _____ None <input checked="" type="checkbox"/>	
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Position Overview (1-3 sentences)

The Mattress Factory is a museum of contemporary art that presents room-sized installation artworks created on site by artists from across the country and around the world. The Archives Intern assists the Archives of the Mattress Factory with the documentation of the history and development of the museum, its collections, exhibitions, programs, and the contributions of individuals and groups associated with the museum.

Essential Job Functions

- Effectively utilize web-based collections management system to create accurate collection catalogue records for object collections, archival collections, image collections, library collections and/or to ensure accurate documentation of museum events as instructed
- Assist with a variety of collections management tasks including: artists permission and use agreements, environmental monitoring, locations inventory, and preservation re-housing
- Contribute to archival outreach efforts including the creation of digital surrogates of collection material for online display and assistance with development of small exhibits of collection material
- Arrange and describe archival collections at both the collection and item-levels, as appropriate
- Other tasks as assigned and as determined to suit Intern's area of special interest

Requirements

- Experience with basic office software tools
- Demonstrated ability to maintain close attention to detail
- Demonstrated ability to work independently and as a team member
- Some experience with basic database tools preferred
- Some experience with basic scanning software preferred

Other Skills/Abilities - Ability to lift 40 lb boxes independently