

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Pittsburgh Ballet Theatre	
Site Supervisor: Lisa Auel	Email/Telephone: lauel@pittsburghballet.org; 412-454-9109
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 checked="" type="checkbox"/> Performing arts <input type="checkbox"/> Other
Time Commitment per week:	<input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours
Compensation:	Hourly wage \$ _____ Stipend/term \$ <u>500/term</u>
Public Transportation Accessible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Position Overview (1-3 sentences)

This is a hands-on position working with the photographs, documents and ephemera of Pittsburgh's renowned, 47-year old professional ballet company. The archives is a fairly new effort at PBT, so the volunteer will have the opportunity to help build the archives from the ground up. We are especially interested beginning to create a plan for our digital archives.

Essential Job Functions

This position will include but isn't limited to the following duties:

- Update existing finding aid
- Process additional collections and add to finding aid
- Organize physical archives space (includes some heavy lifting)
- Work with other local archives with PBT holdings
- Research preservation issues for old format audiovisual
- Process and transcribe small oral history program
- Research archives grants

Requirements

Tues. – Thurs. work days preferred. Professional attitude, comporment and attire required. Excellent writing and communication skills. Extreme attention to detail. Appreciation for the arts.

Other Skills/Abilities

Self-starter, personable, reliable.