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:**  
- Academic  
- Public  
- School  
- Performing arts  
- Children & Youth  
- Other

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

**Compensation:**  
- Hourly wage $__________  
- Stipend/term $500/term

**Public Transportation Accessible:**  
- X Yes  
- 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, comportment and attire required. Excellent writing and communication skills. Extreme attention to detail. Appreciation for the arts.

**Other Skills/Abilities**
Self-starter, personable, reliable.