

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Pittsburgh Symphony Orchestra Archives
Site Supervisor: Carolyn Friedrich Email/Telephone: cfriedrich@pittsburghsymphony.org 412-325-8118
Position Category: _____ Academic <input checked="" type="checkbox"/> Archive _____ Children & Youth _____ Public _____ School _____ Other
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours _____ 15 hours
Compensation: \$ _____ Hourly wage \$ _____ Stipend/term <input checked="" type="checkbox"/> None
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes _____ No

Position Overview (1-3 sentences)

The Archives seeks to preserve records of the Pittsburgh Symphony Orchestra's local, national, and international activities and to document contributions of musicians and staff to the symphony. The Pitt Partner assists with archival processing, reference requests, digitization, and special projects and duties as needed. The partner will encounter a variety of media formats while assisting to increase accessibility to collections.

Essential Job Functions

- Process archival collections
- Update existing finding aids
- Conduct collection surveys
- Digitize photographs and documents
- Assist with reference requests

Requirements

Wednesday through Friday work days preferred. Excellent writing and communication skills. Careful attention to detail.

Other Skills/Abilities

Background in music helpful but not necessary.

Familiarity with basic scanning software and Adobe Photoshop.