**Host Site:** Pittsburgh Symphony Orchestra Archives

**Site Supervisor:** Carolyn Friedrich  
**Email/Telephone:** cfriedrich@pittsburghsymphony.org  
**Telephone:** 412-325-8118

**Position Category:**
- [X] Archive
- [ ] Academic
- [ ] Public
- [ ] School
- [ ] Children & Youth
- [ ] Other

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

**Compensation:**
- [ ] Hourly wage $_____
- [ ] Stipend/term $_____
- [X] None

**Public Transportation Accessible:**
- [X] 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.