Position Description

Host Site: Pittsburgh Ballet Theatre

Site Supervisor: Lisa Auel  Email/Telephone: lauel@pittsburghballet.org; 412-454-9109

Position Category: 
- X Archives
- School performing arts
- 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, 45-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.