

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: WQED-FM			
Site Supervisor: Bryan Sejvar		Email/Telephone: bsejvar@wqed.org/412-622-1542	
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 type="checkbox"/> Other
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours			
Compensation: \$ <input type="checkbox"/> Hourly wage \$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None			
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Position Overview (1-3 sentences)

WQED-FM has an extensive library of recordings from the past 30 to 40 years. Some of these recordings have been transferred digitally, but many are still on tape. Our hope is to have these recordings archived and transferred to a digital format in which we would be able to access and play on air. Also, we are in need of a database of these recordings, so we know a) what is on the recordings and b) so we can access these recordings when needed.

Essential Job Functions

- To work with the staff of WQED-FM to review what recordings are already transferred to a digital format.
- Transfer recordings NOT in digital, to a digital format.
- Establish database for recordings

Requirements

- Must be organized
- Classical music knowledge is helpful, but not necessary
- Willingness to learn basic audio editing software
- Knowledge of database programs and/or protocols.

Other Skills/Abilities

- Must be willing to work with others
- positive attitude