



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Fall 2020

Position Title: Archival Intern (Unpaid)

GENERAL INFORMATION: This unpaid internship program offers undergraduate and graduate students an educational opportunity to develop their professional experience and knowledge in the area of Library and Information Sciences at a performing arts non-profit.

This internship may be remote or in person, as indicated by the Covid-19 global pandemic and intern preference and capabilities.

Title of Immediate Supervisor: Chief Philanthropy Officer

About Washington Performing Arts:

One of the most established and honored performing arts institutions in America, Washington Performing Arts continues to build upon a distinguished history of serving artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts nourishes communities throughout the region by partnering with local organizations and other arts institutions, staging concerts and arts activities in the neighborhoods, involving internationally known main stage performers in community programs, and presenting locally based artists to a wider audience. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through sustained residencies and educational programs. Our achievements have been recognized with a National Medal of Arts and with two Mayor's Arts Awards from the DC Government. We embark upon our next half-century with the goals of expanding our commitment to excellence and rededicating ourselves to the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

Organizational Diversity:

Washington Performing Arts prizes the diversity of the organization, at every level; from programmatic content to composition of its board and staff, and is continually striving to better diversify its staff.

Diversity Statement

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual



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orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply.

POSITION INFORMATION

Position Summary/Purpose:

The Archival Intern supports the creation, development, and implementation of the new Washington Performing Arts Digital Archive. This new digital archive (phase 1 launch in spring 2020) preserves and provides access to the institutional history of Washington Performing Arts, which includes over fifty years of activity as a leading presenter of performances and arts education programs in the nation's capital. The Washington Performing Arts Digital Archive will include a wide range of objects of multiple formats, from concert program booklets and press releases to photos, audio recordings, and video recordings. The Archival Intern will work with the several WPA staff members to organize and process archival materials (physical and digital), participate in collections management work (including rehousing and documenting the organization scheme of the physical collection), digitize physical objects, migrate digital objects, create and copy metadata for digital objects, and additional complete additional archival tasks as assigned.

Essential Duties to be Selected from the Following

Assigned duties may be adjusted to complement the intern's educational studies and interests.

- Collections management tasks for a performing arts archive
- Digitization of physical archival objects, such as photographs, documents, sound recordings, and moving images
- Basic preservation and curation of original electronic records
- Facilitating access to digital collections and digital repository management
- Creation of metadata and copying metadata from third-party platforms
- Addition of digital objects and metadata into a Digital Asset Management System (DAMS)
- Beta testing of the DAMS system and digital archive
- Migrate digital objects to appropriate file types for preservation purposes
- Liaise with interdepartmental colleagues on behalf of the Washington Performing Arts Digital Archive project
- Write progress reports
- Additional archival and preservation tasks as assigned
- Liaise with the Archival Fellow and Director of Special Productions & Initiatives



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Minimum Qualifications:

- Current enrollment in a graduate program in library and information science (or recently graduated)

Essential Capabilities & Preferences

- Undergraduate or graduate course work in archives/special collections or equivalent professional or internship experience
- Must possess knowledge of the principles of organization of information and practical applications (including metadata schemas and digitization procedures)
- Knowledge of performing arts terminology, obtained through academic study or practical experience as a performer or student of a performance discipline
- Academic interest in digital collections, archives, or performing arts librarianship
- Proficient with PC and Mac computers
- Experience with scanning physical objects
- Ability to work independently and follow directions
- Strong organizational skills
- Strong communication and interpersonal skills
- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently with little supervision
- High level of energy and ability to work well in deadline and/or pressure situations
- Knowledge of current digital collections/archival practices
- Experience as a performer or in arts administration/production

Specific Conditions of Work

- General office environment and/or teleworking (based on current WPA office status in response to COVID-19 advisories in the District of Columbia)
- Regular hours will be established
 - 12-20 hours per week
- Able to lift up to 30 lbs.

To apply, send a cover letter indicating internship interest area(s), resume, and contact information for two professional references to interns@washingtonperformingarts.org.