



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Spring 2023

Position Title: Archival Intern

GENERAL INFORMATION: This volunteer internship program, geared toward undergraduates students, graduate students, and recent graduates, offers an educational opportunity to develop their professional experience and knowledge in the area of Library and Information Sciences and/or archival best practices at a performing arts non-profit. All volunteer interns who work for at least 15 hours per week for at least 12 weeks will be eligible to receive a stipend of \$500.

This internship will be in-person or mostly in-person with scheduled remote work days per week, based on intern preference and availability. If Washington Performing Arts's office status does not allow for in-person work at any point during the internship period, this internship will be fully remote. Regular hours during our office hours will be established on an individual basis with each intern.

Spring internships run in concordance with typical university terms - January to May. Start/end dates determined with interns according to their schedules and commitments.

Title of Immediate Supervisor: Director of Marketing, Communications, & Creative Media or Chief Philanthropy Officer

About Washington Performing Arts:

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage. For decades, in venues ranging from concert halls and clubs to public parks, Washington Performing Arts has presented a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, culturally-specific genres, dance, and more. Additionally, the organization's gospel music programs have fostered a powerful sense of community in Washington, D.C. since [year].

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions, and places a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs. The signature community engagement initiative, Mars Arts DC, elevates the dynamic vibrancy found in the local arts community and business economy. Since 2020, Washington Performing Arts also has expanded its dynamic artistic and educational online presence, developing opportunities for further connection and community.

For its' achievements, Washington Performing Arts has been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the DC Government. Washington Performing



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Arts now embarks upon its second half-century, ever inspired by the motto of our founder, Patrick Hayes: “Everybody in, nobody out.”

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 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

The Archival Intern supports the creation, development, and implementation of the new Washington Performing Arts Digital Archive in the cloud-based Resource Space. This digital archive (phase 1 launched in Summer 2022) preserves and provides access to the institutional history of Washington Performing Arts, which includes over 50 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 staff across the organization 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 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) housed on the cloud-based Resource Space platform



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- 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
- Additional archival and preservation tasks as assigned

Minimum Qualifications:

- High School Diploma or Equivalent

Essential Capabilities & Preferences

- 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
- Ability to work well within deadlines Knowledge of current digital collections/archival practices
- Current enrollment in a graduate program in library and information science (or recently graduated) a plus
- Undergraduate or graduate course work in archives/special collections or equivalent professional or internship experience a plus

Specific Conditions of Work

- General office environment and/or teleworking (based on current Washington Performing Arts office policies in response to COVID-19 advisories in the District of Columbia)
- 12-20 hours per week
- Able to lift up to 30 lbs.

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