



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Summer 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 9 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.

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

Title of Immediate Supervisor: Director of Marketing, Communications, & Creative Media

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:



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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 digital 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
- 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



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- 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
- **COVID-19 Vaccination Requirement:** Washington Performing Arts values the safety of our employees and families, our patrons and visitors, artists and students, and the community at large. Therefore, effective October 15, 2021, we are requiring that all Washington Performing Arts staff (including contractors and vendors who interact in-person with the general public) must be vaccinated against COVID-19. The COVID-19 vaccines remain a critical tool for saving lives, reducing the severity of the illness in infected people, and stopping the spread of COVID-19. In support of these values, if you are selected for this internship, and your internship is not fully remote, you must be fully vaccinated against COVID-19 at the start of your internship. You must submit proof that you are fully vaccinated against COVID-19 to the Intern Coordinator on or before your start date as a condition of your internship. In the instance where vaccination is not



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medically advised or violates your sincerely held religious beliefs, you may ask for an accommodation to revise your internship to a fully remote internship. Accommodations will be granted depending on the essential duties and nature of the internship, and/ or do not cause Washington Performing Arts undue hardship. Additionally, Interns must follow any federal/state/local mandates (such as mandated mask wearing in public spaces) that may be in effect at the time of their internship, as well as any new policies or procedures enacted by Washington Performing Arts.

- 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.