The Pittsburgh Symphony Orchestra (PSO) was founded 126 years ago, performing its first concert at Pittsburgh’s Carnegie Music Hall in 1896. Today, the PSO is one of the finest, most acclaimed orchestras in the world, having toured and recorded extensively throughout its history and boasts of multiple GRAMMY nominations and wins. It also owns and operates Heinz Hall for the Performing Arts, an historic movie theater which in 1971 became home to the PSO and the cornerstone of what is now called Pittsburgh’s Cultural District. In 2008-2009, Austrian conductor Manfred Honeck became the PSO’s ninth music director following in the luminous footsteps of Victor Herbert, Fritz Reiner, William Steinberg, André Previn, and Lorin Maazel, among others. In addition to presenting more than 100 performances each year at Heinz Hall, both with and without the Orchestra, PSO boasts award-winning Learning & Community Engagement programs that reach more than 30,000 youth and adults each year in and around the Western Pennsylvania region.

INTERNSHIP TITLE: Archives Intern
DATES: Summer 2022

PURPOSE AND REPORTING STRUCTURE
• The Archives Intern assists in creating processing plans, digitizing, arranging and describing collections, working with the PSO’s archival database and other management systems. The intern will work with a variety of media, including audio-visual, photographic, and promotional materials.

• Reports to: Archivist

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Develop a thorough understanding of Archives concepts
• Assist with archival projects, including digitization and metadata creation.
• Accession and representation (cataloging) of organizational records, audio-visual materials, and/or special collections.
• Assist in research that will promote use and showcase the PSO Archives
• Other archival activities as needed
• Possibility for specifically tailored project based on intern interests and available timeframe.
• Other duties/projects as assigned

REQUIREMENTS
The ideal candidate must possess the ability to work independently, as well as function as part of a collaborative team. Other requirements include:

• Currently enrolled in graduate level studies, preference given to students pursuing degrees in music, history, library and information science, or related fields.
• Interest in learning basic archival skills and theory.
• Attention to detail is essential to this internship
• Excellent written communication skills
• Experience with Adobe Photoshop and basic photo editing beneficial
• Experience with reference service, interest in A/V materials, and an interest in preservation a plus.
• This internship requires a minimum 8-10 hours per week during normal business hours.

COMPENSATION
This is an unpaid internship, but the intern may qualify for pay through Federal Community Service Work Study.

APPLICATION INSTRUCTIONS
Please email a cover letter and current resume to Carolyn Friedrich, Archivist, at cfriedrich@pittburhthesymphony.org with the subject line “Archives Intern”. Applications are due no later than April 30, 2022, or until internship is filled.