

Thursday, December 9, 2010

ARCHIVING INTERN

Please submit resumes addressed to Dick Caples, Executive Director, at Lubovitch@aol.com, with the title "Archiving Intern" in the subject line. Include your desired position, current resume and a writing sample for review

This internship involves a hands-on project to assemble, catalog, label and document the archives of the company which include administrative files, photographs, promotional materials, reviews and recordings (videotape and audio tape). In the process of sorting and documenting the archives, the intern will be exposed to extensive historical and operational information on the development and management of a non-profit arts organization. The ideal candidate will be highly organized, creative and have an attention to detail.

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