

Tuesday, August 13, 2013

Archive Internship with Dance Films Association

Please send resume and cover letter to brighid@dancefilms.org with the subject line "Archive Internship"

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Position Summary The Archive Intern will work closely with DFA Staff to oversee the organization of and research surrounding our dance film archive. Since DFA's office is moving to a new space on October 1, the physical collection will need to be organized in preparation for the relocation during the month of September. Duties will include cross-referencing databases alongside our physical collection as well as streamlining the collection, noting duplicates and missing items. Additional duties will include analyzing various spreadsheets containing information from multiple archive collections and strategizing ways in which the archive can become public. Read more about our vision for the archive through our [ArtsFwd Business Unusual Challenge Application](#). Beyond assessing the existing archive, the Archive Intern, with the Communications Associate, will oversee print traffic for the 2014 Dance on Camera Festival, focusing on adding those films to the archive. This will include communication with the posthouse DFA works with and the Film Society of Lincoln Center.

Time Commitment: Week of August 26, 2013 through the end of December

Requirements and Responsibilities

Ability to organize database information in detailed spreadsheets

Research grants that fund archive initiatives

Develop and implement plans to make the archive public

Knowledge of a variety of different film and video formats

Technical understanding of print traffic for film festivals

Light manual labor in sorting through physical archives and assisting with move

Attend and assist 2 events through December 2013

Work in the DFA office one day per week

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