

Wednesday, December 10, 2014

SEEKING DIGITAL ARCHIVE INTERN

Company: SMinc
Location: New York, NY
Compensation: unpaid

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Choreographer Sarah Michelson seeks digital archive Intern to assist with reorganizing and managing several hard drives containing video, audio, image and text files. The reorganization of 25 years of digital data is intended for two different purposes: (1) as "active storage" in the artist's studio, and (2) as the digital addition to her non-digital "Collected Papers" already archived.

The successful candidate will have:

- knowledge of Information and Library Science management systems*
- coursework in the management of born-digital records preferred*
- high comfort level in learning new technologies*
- discretion when dealing with confidential or sensitive information*
- accuracy and attention to detail*
- Interest in creating a presentation of the Choreographers work.*

Our studio is located in Fort Greene, Brooklyn. We anticipate the intern chosen will work a total of 12-16 hours per week, with flexible hours to be arranged.

Please email resume and cover letter highlighting any relevant work experience and coursework to: smincstudio@gmail.com attn: Studio Manager.

Thank You!

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For more information:
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