

Monday, December 28, 2020

## Audiovisual Archivist (Part time, term)

Company: Trisha Brown Dance Company

Location: New York, NY

Compensation: \$20.00 per hour / 20 hours per week

► [Share](#) | [Print](#) | [Download](#)

Trisha Brown Dance Company (TBDC) is a 501c3 organization dedicated to the performance and preservation of the work of Founding Artistic Director and Choreographer, Trisha Brown. Established in 1970, the Company has toured throughout the world presenting the work, teaching, and building relationships with audiences and artists alike. In 2009, the Company formalized the Trisha Brown Archives to preserve the legacy of Brown's life and work, and to make accessible important historical documents to Company staff, and to visiting researchers and students.

The Trisha Brown Archives seeks an Audiovisual Archivist to support its daily operations. This part-time position will report to the Archives Director and will manage the Company's audiovisual collection; service internal and external requests; assist in the creation of digital content; prepare audiovisual materials for publication; and provide support to the Company as it works to place its physical archives with Museums and other collecting repositories.

### Duties and Responsibilities:

- Manage intellectual control of audiovisual collection using the Company's FileMaker database
- Maintain the Company's digital audiovisual media and Networked Attached Storage units
- Facilitate internal and external requests for audiovisual materials and related information, and edit video and audio files for use in Company projects
- Prepare audiovisual collection for distribution and / or acquisition by museums and other collecting repositories
- Research and coordinate copyright statements and obtain licenses for use of audiovisual resources
- Support Archives Director and other Company staff in additional tasks as needed

### Qualifications and Requirements:

- ALA accredited Master's degree in Library and Information Science, with a focus in audiovisual preservation
- Two years experience in an archival setting
- Ability to edit video and audio files using modern audiovisual editing software, in particular Adobe Creative Cloud and FFmpeg
- Knowledge of current standards and best practices for the handling of born-digital audiovisual recordings, and digital files derived from analog media
- Experience with Microsoft Office, Google Drive, FileMaker Pro, and Airtable
- Knowledge of dance and art history is preferred but not required
- Home computer with consistent internet access

This position will require on-site and remote work. Funded through June of 2022, with possibility of extension. Please send a résumé, cover letter, and a list of three references to Anne Boissonnault at [archives@trishabrowncompany.org](mailto:archives@trishabrowncompany.org)

Trisha Brown Dance Company  
315 West 39th Street Studio 908  
New York, NY, 10018  
2129775365  
<https://trishabrowncompany.org/>

For more information:  
Anne Boissonnault  
[archives@trishabrowncompany.org](mailto:archives@trishabrowncompany.org)

[< back](#)

[previous listing](#) • [next listing](#)