

JOB DESCRIPTION

TITLE	Archives Intern
STATUS	Internship (unpaid)
DEPARTMENT	Rosenthal Archives (Operations)

GENERAL SUMMARY

Assist the Rosenthal Archives staff with onsite organizing, processing, and cataloguing of archival materials; reference and research services; performance history data input; and digital asset management system maintenance. Interns may also occasionally assist in other departments to provide support on an as-needed basis.

Must be willing to commit to a minimum of ten hours per week during the entirety of the 2026-27 season (September 2026 – June 2027).

Please submit cover letter, résumé, and availability.

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Students pursuing a degree or recent graduates in archival and/or library science, music performance, music education, or arts management
2. Basic knowledge of classical music industry and repertoire preferred, but not required
3. Strong computer proficiency (relational databases, Microsoft Office)
4. Demonstrated research skills and ability to work with attention to detail and limited supervision

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.