

Northwest Folklife Archiving Internship

Northwest Folklife Internship Program:

Interning at Northwest Folklife can be the experience you need to gain a career in event planning, festival production, the music industry, nonprofit management, marketing, fundraising and a whole host of other fields. Interns at Northwest Folklife take on a significant role in executing the largest free community arts festival in the nation, and learn how to increase visibility and strengthen the sustainability of a non-profit organization.

Before you apply:

- Housing and transportation are not provided. Prospective interns should carefully consider their financial needs as the internships are unpaid.
- Start and end dates, hours per week, and days of the week are all negotiable based on the intern's availability
- All applicants must be able to commit to working Memorial Day weekend, (May 28th-31st, 2010) NO EXCEPTIONS.
- Academic credit for internships must be arranged by the intern with their sponsoring institution. Academic credit is up to the discretion of the intern's college or university.
- Computer resources are limited; prospective interns with laptops are encouraged to apply.

The Archiving Internship:

Northwest Folklife has been around for nearly 40 years. With 38 Festivals under our belt, and countless performances over the last four decades, we have countless resources available to the community. The Archiving intern will assist in organizing and cataloging materials to make them available to the community.

The Archiving Intern will:

- Organize recordings of past Northwest Folklife Festival performances.
- Develop a spreadsheet to track contents and location of these recordings.
- Prioritize the digitization of these recordings based on condition, type of recording format, and content.
- Organize historical papers and documents from past Northwest Folklife Festivals and community events.
- Photograph and organize past merchandise and posters.
- Help develop a plan for archiving past, present and future materials from the Northwest Folklife Festival.

Identified Learning Outcomes:

- The ability to archive materials that date back at least 38 years.
- Implementing and archival system to ensure functionality as a public resource.
- Conversion of various recording formats for preservation.

Who Should Apply?

The Archiving Intern should possess the following:

- Experience working with archival materials in an academic, or professional setting.
- Basic knowledge or understanding of the Dewey Decimal System.
- Basic knowledge of various recording formats (reel-to-reel, DAT, audio cassette, minidisk).
- Experience digitizing archival material is a plus.
- Must be able to work with Microsoft Office Suite, especially Excel; knowledge of Microsoft Access a plus.
- An open mind and desire to discover new kinds of music and dance

Additionally, anyone with a love of music, arts, and cultural is encouraged to apply.

Internship Title: Archiving Intern

Supervisor: Director of Programming and Director of Operations and Technology

Start Date: November 2009

End Date: June 2010

Hours per week: negotiable

To Apply:

Please send your resume and a cover letter via email to Holly Decker, Community Engagement & Volunteer Coordinator at holly@nwfolklife.org with your desired internship in the subject line. Although we prefer electronic methods, you may also submit your resume to:

Northwest Folklife
Attn: Holly Decker
305 Harrison St.
Seattle, WA. 98109