

The Film-Makers' Cooperative

ARCHIVAL INTERN POSITION

The Film-Makers' Cooperative seeks a motivated graduate student intern to conceive and execute a project related to the archival documents and paper materials in the institution's collection.

An excellent opportunity for a student to develop a project related to this material, preferred candidates will have the ability to turn their passion for the history of film into a self-directed project. The intern will execute their project with a high level of autonomy while receiving support from the Cooperative's administration.

We are looking for a reliable and committed part-time intern for at least 2 months [or 120 hours]. The schedule would be flexible, but candidates must be able to commit at least 10 hours per week. This is an unpaid internship.

Background

The Film-Makers' Cooperative is the largest archive and distributor of independent and avant-garde films in the world. The Cooperative was created by artists in 1961 as the distribution branch of the New American Cinema Group. Today there are over 1,000 members. The collection is home to more than 5,000 films, videotapes, and DVDs.

The Cooperative tracks the films in the collection through a card catalog system and a corresponding media tracking software. Essential information describing the film's condition and history are contained in this system.

Additionally the Cooperative has maintained an institutional paper archive since 1961. This historic and unique collection is made up of newsletters, correspondence, flyers, and personality files of 952 filmmakers including Stan Brakhage, Kenneth Anger, and Jonas Mekas.

Potential Projects

- Create a catalog or finding aid for the archive
- Digitize material from the archive
- Develop short-term and long-term strategies for providing greater access to material
- Organization and management of the card catalog
- Creating stronger relationships between the card catalog and the tracking software
- Researching alternative tracking software for the Coop

Qualifications and Requirements

- Enrollment in or recently completed an ALA-accredited MLS or equivalent degree program, with an archival specialization
- Previous experience processing archives, particularly paper materials
- Knowledge of archives terminology and standards
- Knowledge of experimental film and cinema
- Ability to work independently, prioritize tasks, and think creatively

To Apply

Please email cover letter, résumé, and two names of reference to filmmakerscoop@gmail.com <<mailto:filmmakerscoop@gmail.com>> with the subject line "Archival Intern Position Application." Only potential candidates will be contacted.