ARChive of Contemporary Music

Founded in 1985, the ARChive of Contemporary Music is a not-for-profit archive, music library and research center located in New York City. The ARChive collects, preserves and provides information on the popular music of all cultures and races throughout the world from 1950 to the present. Since the ARChives founding in 1985 our holdings have grown to over 2 million sound recordings, making the ARChive the largest popular music collection in the United States. In addition to sound recordings and publications, the ARChive actively collects all books, magazines, videos, films, photographs, press kits, newspapers clippings, memorabilia and ephemera relating to the history of popular music.

Our current, on-going projects are cataloging and book digitization. Interns may focus on one or both projects and may have the opportunity to work on other projects as they arise.

Cataloging:

Interns will receive training that enables them to catalog CDs, vinyl LPs, or books in our File Maker Pro Database using our in-house cataloging rules.

We depend directly on our interns and allow them a great deal of hands-on experience and responsibility.

Interns may work on related projects (for example, in-filing, processing donations, etc.) as needed, if they are interested.

Qualifications:

Ideal for the position is a student or recent graduate with a background or interest in music, musicology, fine art, or library & information science.

Candidates must:

- Possess good interpersonal skills.

- Be responsible, reliable, and detail-oriented.

- Be able to handle delicate and valuable materials with care.

Undergraduate library experience and/or graduate-level library classes are preferred.

Digitization:

The ARChive of Contemporary Music is the largest collection of popular music in America, with more than two million recordings. Our music book collection is also one of the best in the United States, numbering 20,000+ volumes. To scan this resource the Internet Archive has installed one of their Scribe machines in our Lower Manhattan facility. When completed, all of our materials will be preserved electronically, OCR Readable, and available in-house for reading and research.

Digitization interns will be trained to scan initially, then will be introduced to more complex tasks once they are familiar with the process. Tasks include:

- Loading, Scanning, and Republishing books while ensuring high quality standards.

- Training and working as a team.

- Trouble shooting the scribe machine, mitigating cataloging inconsistencies, and navigating open source software at Internet Archive.

- Keeping work areas and equipment clean, neat, and organized.

 Qualifications:

- Strong technical (software/hardware) and troubleshooting skills

- Ability to sit for 6-7.5 hour periods, and comfort with repetitive motion

- Highly organized

- Excellent attention to detail

- Familiarity and enthusiasm for music, books, cultural heritage preservation and the arts!

- Previous library or archive experience or education is preferred, but not essential.

All internships are unpaid, but we are certainly willing to help you meet any requirements to receive course credit. Time requirements are flexible--we ask that you are available for at least one full day (11:00-6:00) per work week, but the more time you can commit to the more responsibility we can give you.

If you are interested, please contact Alex Curtin at alex@arcmusic.org with your resume and a few words about your general interest in working at the archive and what project(s) you are interested in contributing to.