

## Canal Street Communications Studio

**Canal Street Communications Studio** is seeking an Archivist Intern for this summer. This is a great opportunity for a library science student interested in the area of fine arts archiving for school credit.

The intern will assist in digitizing performance documentation and other elements in the forms of slides, negatives, contact sheets, prints, and drawings. The intern will also assist in cataloguing these digital files and inputting metadata. Hours are flexible with a minimum of eight hours per week. The intern will work in our Tribeca office.

### Projects / Learning Outcomes:

The intern will be supervised by a member of the archive team and receive training on archiving performance documentation. This is a great opportunity to enhance skills in organization, multi-tasking, communications, and acquire practical experience with an artists' archive.

### Qualifications and Requirements:

- \* Applicant should be pursuing a degree in Library Sciences or related field. An emphasis on preservation and digital archiving is a plus.
- \* Experience with digital asset management
- \* Basic experience with Adobe Photoshop, Lightroom, or similar photo editing and library management software.
- \* Experience working with antiquated media and SLR photography skills are a plus

Position Type: Internship  
Desired Major: Library Science  
Salary Level: Unpaid - for credit  
Job Function: Digital Archiving  
Hours Per Week: 8-16

Contact [interns@difficultmusic.com](mailto:interns@difficultmusic.com)<mailto:interns@difficultmusic.com>  
With CV and cover letter