

PEN American Center

Project Intern
New York, NY

PEN American Center, the largest branch of the world's leading literary and human rights organization, seeks Interns to work on an archival multimedia digitization project funded in part by The National Endowment for the Humanities.

This is an exciting opportunity for creative, motivated individuals looking for personal and professional growth. The project will begin with a complete inventory of PEN's holdings, and end with the development and launch of a dedicated archival area on PEN's award-winning website. Interns will have the opportunity to work with rare, one-of-a-kind audio and video recordings featuring some of the world's foremost writers and thinkers.

Key responsibilities include:

- * Assist project staff with all aspects of asset management pertaining to the archival digitization project, cataloging audio/video materials, uploading and disseminating optimized files online, and digital-born archaeology and preservation
- * Assist with the creation of metadata and descriptions of audio/video files
- * Assist in the development and creation of separate archival area and advanced search features on PEN's website
- * Assist with permissions & rights clearances
- * Creation of Linked Data formats

Requirements include:

- * Knowledge of cataloging and controlled vocabulary practices including LCSH and AAT
- * Knowledge of metadata practices including Dublin Core and PBCore
- * Some knowledge of XML, Metadata Formats and Models (METS/RDF), and interest in Linked Data Formats
- * Currently pursuing an advanced degree in Library and Information Science
- * Strong attention to detail for accurate and consistent file review
- * Previous experience in an office setting and ability to work in a team
- * Should have literary interests and knowledge
- * A commitment of a minimum of 24 hours per week is required. Project Interns will report to the Project Manager, who will manage all project activities. This is a paid internship with travel stipend. Interns will be required to commit to 6 months.

Application Instructions: Please email your resume and cover letter, with "Project Intern, Archives" in the subject line to: Conrad@pen.org Phone calls will not be returned.

PEN American Center is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. PEN is an equal opportunity employer.