

## **Lincoln Center for the Performing Arts Records Management Intern**

The Archives Department of Lincoln Center for the Performing Arts seek a Records Management Intern for the fall 2016 semester to assist on the following projects:

- Facilitation of records schedule implementation.
- Data migration of inventory control of temporary records.
- Records inventory of Lincoln Center's paper and electronic files, documenting the location of electronic files, and other records management duties necessary to develop the institution's records management program.
- Contributing to the development of policies and procedures for records management.

Interns can expect to work on projects that include: inventorying records, records scheduling, conducting interviews, and gathering business process information from offices throughout the institution, as well as data assessment, program management and planning, and analysis.

### ***Required Qualifications***

- Enrollment in Library Science degree program with Archives and Records Management concentration
- Basic understanding of records management principles and practices
- Ability to lift 30 lbs. and to climb ladders
- Ability to work independently

### **Archives Intern**

The Archives Department of the Lincoln Center for the Performing Arts seeks an Archives Intern for the fall 2016 semester to assist on the following projects:

- Reference Program Development – Analyzing past research requests to identify frequently asked questions, documenting processes, contribute to a reference manual for the unit, and envision ways to deliver content to the public.
- Data Management – Contribute to the analysis of current data related to archival records and prepare for migration to new system
- Collections Assessment – Help define the record groups and series in the archives holdings and establish processing priorities.

### ***Required Qualifications***

- Enrollment in Library Science degree program with Archives and Records Management concentration
- Basic understanding of archival principles and practices
- Ability to lift 30 lbs. and to climb ladders
- Ability to work independently

The internships are open to Library Science students who plan to pursue a career in archives and records management. The internship will not exceed 250 hours scheduled between September 12 through December 16 (averaging 18 hours a week). Interns are required to work during normal business hours, Monday through Thursday between 9:00am and 5:00pm.

Send cover letter and resume to [Internships@lincolncenter.org](mailto:Internships@lincolncenter.org).