

# THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT • VIRA I. HEINZ ENDOWMENT

625 Liberty Avenue, 30<sup>th</sup> Floor, Pittsburgh, PA 15222

Phone 412-281-5777

**Job Title:** Archiving Intern /Part-time

**Reports to:** Communications Manager

**Employment Category:** Non-Exempt, Part-time, Temporary

## **Purpose of the Program Assistant Position:**

The Archiving Internship is available to students seeking skill development in library sciences, archiving, document management, digital media and cataloging. This job requires a patient and stable work style and consistency in dealing with repetitive routine. The job demands a cooperative, agreeable and sympathetic listener who gets along with others and enjoys being helpful to them. A customer service, team-oriented focus is of utmost importance. The job requires attention to the details of the work handling duties with better-than-average accuracy and careful attention to the quality of the work.

The internship includes one or more of the following responsibilities by phase of work (6 total). We estimate 260-300 hours of work for project completion.

1. **Set up Capture One for digital photo catalog.** Set up a new Capture One digital photo catalog to include tracking of photo usage, tagging, metadata, etc.
2. **Media Pro Catalog Migration.** Once the new Capture One catalog is set up, migrate existing Media Pro Catalog and make sure all the metadata and tagging is retained.
3. **Capture One archive update (2019 to present).** Upload photos from internal drives to the new Capture One catalog, tag and archive.
4. **Digital archiving** – review photo assets, scan/digitizing when appropriate, prepare items for storage. This includes handling sensitive documents and appropriate cataloging for storage and safekeeping.
5. **Video Cataloging** – evaluate duplicates and save and catalog MP4 files from BRM digitization project. Consolidate video files from internal drive to catalog.
6. **Document scanning, secure formatting and cataloging** - Create a catalog for each type of document and save in secure format (PDF/A) speeches/documents/newsclips. Check for duplicates and cross reference catalogs for accuracy.

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## **Position Requirements:**

### **Education**

Minimum high school diploma or equivalent required. Relevant further education is desirable, especially digital media training, library science and cataloging.

Ability to work in a professional office environment and work with direction.

### **Experience**

Excellent communication, organizational, interpersonal and administrative skills are desirable. Experience working in an accurate and efficient manner and competent to work successfully in an environment where maturity, confidentiality and discretion are essential.

### **Key Competencies:**

- Time management, project planning and organization skills that enable multi-tasking with the consistent achievement of quality and meeting deadlines.
- Strong attention to detail and accuracy; able to work through tasks to completion.
- A level of attention to detail which creates “right the first time” outcomes and a consistent pattern of “follow-up” on critical items.
- Required to have an adequate level of computer skills and be proficient with Office/Microsoft 365 and media software experience such as Capture One is preferred.
- A level of personal motivation conducive to independent work and effective team contributions.
- Must work to the highest standards of integrity and confidentiality.
- Positive attitude, sense of humor and a commitment to being part of an energetic and goal-oriented work environment.

### **How to Apply**

Email your resume and cover letter to [info@heinz.org](mailto:info@heinz.org), including the words Archiving Intern in the subject line. You will be notified when your resume is received and contacted if you are selected for an interview.

Rate: \$18.00 / hour