

Media Archivist Intern

Job Description as of January 2018

Position Overview

In alignment with our mission—*using theater to illustrate and animate, Mixed Blood models pluralism in pursuit of interconnections, shared humanity, and engaged citizenry*—and as a part-time member of the Mixed Blood team, this position seeks to provide opportunities that deepen the intern’s skills while adding value to the organization.

Position Title: *Media Archivist Intern*
Reports to: *Chief Operating Officer*
Status: *Part time, non-exempt*

Primary Opportunities

In collaboration with the Chief Operating Officer, Chief Engagement Officer and Artistic Director, provide assistance with projects as assigned to develop skills and deepen understanding of:

Visual History Archiving

- Mixed Blood wishes to establish a Visual History Archive of its more than forty years of work as a theatre in Minneapolis. The project will bring together various forms of media in order to make our organizational history accessible for years to come.
- Preferred skills include:
 - An understanding of digital file formats and electronic records management.
 - Knowledge of electronic records issues, data storage methods, media, and security.
 - Knowledge of the technical requirements for digital preservation, including hardware, software, and file formats.
 - Media editing

General

- As an intern, it is our goal to provide you with as comprehensive of an experience as we can provide. With that goal in mind, assume and manage other duties and projects as assigned.

Requirements & Compensation

Interested applicants should be interested in a career in social-justice oriented organizations, museum studies, media studies, that engage the arts in some capacity. While currently-enrolled undergraduate students are encouraged to apply, any applicant regardless of age or background who is interested are eligible to apply. Ability to travel to Mixed Blood Theatre, work 10 hours/week from February - May 2018, required. \$500 stipend provided.