

CATALOGING INTERNSHIP

WHO CAN APPLY

Any graduate student in the last quarter of their first year or later in a library science program can apply for this internship. Preference will be given to applicants with any of these qualities:

- Who have some knowledge of Western orchestral music and operatic repertoire
- Who have previous experience in library work and particularly in cataloging special collections or music

WHAT CAN AN INTERN EXPECT

Interns will gain experience in a special library that is part of a world-renowned performing arts organization. Most of the work will take place at the Seattle Opera administrative offices in Seattle Center. The primary duties of this internship will be cataloging orchestra parts, vocal scores, and analog and digital videos. There is the possibility in this internship of other small projects and tasks depending on the professional interests of the successful candidate. Interns also may assist in preparation of materials for planning and producing operas.

Seattle Opera library interns can expect to come away from this internship with practical experience in MARC cataloging, a key component of professional library cataloging, as well as RDA cataloging rules, database management, and authority creation and management. They will be a part of the construction and implementation of Seattle Opera's first library catalog and digital repository. Interns will shadow the librarian's management of a medium-sized library. Interns also receive complimentary passes to Seattle Opera dress rehearsals.

The time commitment is negotiable but will be between 10-25 hours/week. The start and end dates are negotiable.

HOW TO APPLY

Submit the following materials:

- Seattle Opera Internship application
- Cover letter
- Resume/CV

Please e-mail materials to jobs@seattleopera.org.

Seattle Opera Internships are non-paying positions and we cannot offer housing or the service of finding the intern housing. Your college may give credit for an internship, please check with your advisor or private instructor.