



Semester/Year: Summer 2011

Number of Open Positions: 1

Volunteer Job Description – Intern or Practicum Student

Request Date: 05/11/2011

Target fill date: 05/30/2011

Job Title: Cultural Archivist

Objective: Organize files, photographs, and audio & video footage from former IISTL projects and prepare them to be digitally archived so that they are easily accessible to the public and future researchers.

Department: Administration

Volunteer Supervisor: Christina Juelfs

Location: IISTL main building, 2nd floor, Administration

Time commitment: 10-15 hours/week

Responsibilities: Sorting through files, photographs, and audio & video footage relating to former IISTL projects. May be asked to find and contact former project participants to conduct interviews.

Qualifications: Students or recent graduates of Social Science (anthropology, sociology, or psychology) and/or Librarian Studies programs would be optimal for this position, however it is not a requirement. An interest in ethnic culture and history and a desire to learn what the IISTL has done for immigrants and refugees in St. Louis over the past few decades is a must. Strong organizational skills, working with minimal supervision, and being self-motivated is essential. Must have excellent communication skills and basic computer skills as well as be willing to learn to use possibly unfamiliar computer programs or equipment (e.g. Visio; negative photograph scanner).

Training Requirements: Must be willing to train with the previous Cultural Archivist Intern in order to gain full perspective on the project and take over. In turn, must also be willing to train your replacement intern as this is an ongoing project.

Benefits to Volunteer: Learning about the many wonderful projects, festivals, and programs hosted by the IISTL over the past few decades and being involved in preparing the information for easy accessibility to the general public. Will also be able to gain valuable job experience with the IISTL, a leading non-profit in promoting ethnic culture and diversity in St. Louis and around the world.