



## IRISH FESTIVALS, INC.



### Ward Irish Music Archives Intern Position Description

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#### **Position**

Ward Irish Music Archives Intern

*Reports to:* Director of Ward Music Archives

*Status:* Part time, 10 hours per week, funded for 475 hours

*Salary:* \$10 per hour

#### **About the Ward Irish Music Archives**

Established in 1992, the Ward Irish Music Archives houses the largest public collection of Irish music in America. It is named after John J. Ward Jr., father of Irish Fest founder Ed Ward. The archive currently consists of more than 40,000 Irish music recordings and pieces of memorabilia ranging from rare 78 rpm's, LP's and sheet music to song books, instruments, and concert memorabilia. Many of the archives items are extremely difficult to find today and our diverse collections focus on subjects such as Irish traditional music, Irish folk songs, Scottish music, and Irish contributions to American popular music.

#### **About Milwaukee Irish Fest**

Milwaukee Irish Fest has been part of the Milwaukee community for more than 30 years. The Smithsonian Institution called it "the largest and best Irish cultural event in North America." What originated as the seed of an idea for an event to celebrate and promote Irish heritage, Milwaukee Irish Festivals Inc. has emerged into a thriving organization that celebrates the music, culture and history of Ireland during its four-day festival as well as many outreach initiatives and programs throughout the year.

Outreach endeavors include an active foundation, several scholarship and grant opportunities, a summer school and the Milwaukee Irish Fest Choir. The Milwaukee Irish Fest Center also houses the John J Ward Music Archives and School of Music. Under the direction of Ed Ward, the first Milwaukee Irish Fest premiered in 1981 on a shoestring budget. Volunteers spent months planning the event, incorporating an extensive lineup of musical entertainment and cultural programming including drama and sports. Over the 32 years of its existence, Milwaukee Irish Fest has evolved into the largest Irish Festival in North America.

True to its mission statement, Milwaukee Irish Festivals, Inc. is much "more than a festival." To learn more about Milwaukee, please visit the website: [www.visitmilwaukee.org](http://www.visitmilwaukee.org) .

## **Position Summary**

Work as part of a team in fun and dynamic environment while assisting the Director of the Archives and Archivist with data management, digital collection development, and archival processing. The ideal candidate will have some academic background experience in library/archives sciences and an interest in Irish music.

## **Responsibilities**

*Digital collection creation:*

1. Scan documents/images to determined archival standards
2. Work with Archives staff to develop content and layout
3. Load images and content into website CMS

*Archives catalog/database migration*

1. Assist Archives staff in migrating database information from MS Access database to PastPerfect collection management system
2. Review data for correction and standardization
3. Standardize data in accordance with DACS and LOC Authorities

*Collection processing:*

1. Work with Archives staff to arrange and describe unprocessed collections
2. Digitize materials as needed
3. Describe materials in PastPerfect catalog

## **Qualifications**

1. Experience with computer programs and database management (e.g. Word, Excel, Access, etc) required.
2. Strong written and oral communication skills are required
3. Library and Information Science academic course work preferred.
4. Experience with reading music helpful.

## **How to apply**

For consideration of your application, all of the following materials must be received by **5 PM on March 1, 2013:**

- A letter describing your qualifications for the Intern position.
- A detailed and updated resume.

Please send the above listed materials to [internjob@irishfest.com](mailto:internjob@irishfest.com)

Attention: Barry Stapleton, Executive Director. Email submissions only please.

**Milwaukee Irish Fest is an Equal Opportunity Employer.**

**IRISH FESTIVALS INC. \* 1532 Wauwatosa Avenue \* Milwaukee, WI 53213 \* 414-476-3378  
\* <http://irishfest.com>**