



Position: Archival Fellow
Organization: Detroit Sound Conservancy
Location: Detroit, MI
Commitment: Part-time (roughly 12 hours a week)
Contact: Info@detroitssound.org

About Detroit Sound Conservancy:

Detroit Sound Conservancy is a community-based archive dedicated to preserving, activating, and celebrating Detroit's singular and definitive musical heritage. Through archival preservation practices, engaged education initiatives and intergenerational live performance programming, DSC preserves the vivid memory of musical movements, uplifts the agency of artistic legacies, counteracts reductive representation, and puts listening at the center of community.

Position Summary:

The Archival Fellow will support DSC's mission by assisting with the organization and management of our digital and physical audio-visual music archives.

Key Responsibilities:

- Assist in the organization, digitization, and preservation of archival materials, including audio recordings, photographs, documents, visual materials, and other media.
- Assess, develop, and implement digital archival strategies and workflows.
- Catalog and create metadata entries/tags for digital and physical collections.
- Create well written finding aids of processed collections for researchers' ease of discoverability and access.
- Support research and reference services for DSC staff and researchers.
- Contribute to the planning and execution of archival projects and exhibitions.
- Perform other duties as assigned to support the overall mission of DSC.

Qualifications:

- Currently enrolled in or a recent graduate of a program in Library Science, Archival Studies, History, or a related field.
- Prior experience in an archive, library, or similar environment.
- Ability to program forensic digital asset and content management software to preserve, access, process, and deliver digital collections and web sites.
- Be able to explain digital preservation to creators, donors, and others.
- Strong organizational and planning skills.
- Attention to detail and accuracy in data entry and cataloging.
- Ability to work independently and collaboratively within a team.
- Interest in and curiosity about Detroit's music history and cultural heritage is a plus.



Benefits:

- Hands-on experience with archival organization and planning.
- Opportunity to present on the Fellow's contribution to preserving Detroit's rich musical history.
- Mentorship and professional development within the field of archival studies.
- Networking opportunities with professionals in the music and archival communities.

Compensation will range from \$18-\$23/hour. This is a part-time hybrid position with regular hours at our archival facility at WGPR on Detroit's east side and some potential travel to meet archival donors.

Application Process:

To apply, please submit your **resume**, a **cover letter** outlining your interest and qualifications, and contact information for **one reference** to info@detroitssound.org. Applications will be accepted on a rolling basis until the position is filled.

Detroit Sound Conservancy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.