

**Position Title:** Archival and Data Management Intern

**Category:** Internship

**Reports to:** Public Programs Coordinator

**Estimated internship duration:** Late June – August, 8-10 weeks

**Work schedule:** 8-10 hours per week to be completed between Monday-Thursday, 9:00 a.m. to 5:00 p.m. **Stipend:** \$2,000

**Internship Description:**

Literary Arts seeks an Archival and Data Management Intern to assist the Public Programs department archival and data management primarily for our radio show and podcast, *The Archive Project*, with additional assistance to other programs within the Public Programs department. This position will report to and work closely with the Public Programs Coordinator to refine our data management and storage processes.

This opportunity is designed to help the intern gain professional experience centered on archival and data management skills within a dynamic nonprofit environment. This internship will run for about 10 weeks, with a time commitment of approximately 8-10 hours per week. The internship will take place at Literary Arts' headquarters. While scheduling is flexible, the internship will take place during normal business hours (Monday-Thursday, 9-5).

The Archive Project features the most sought-after recordings from our Portland Arts & Lectures series, Portland Book Festival, and other community events. Each week, new lectures are available to stream for free. Episodes also air every Sunday at 7:00 p.m. (Pacific) on OPB radio.

**Responsibilities:**

- Review digital and physical audio recordings and ensure recording release rights are properly stored in various data management systems.
- Identify any missing or incomplete recordings, recording release rights, or data.
- Assist in updating the process of audio and data sharing between various broadcast partners.
- Listen to and evaluate recordings for airing.
- Assist with data organization and clean up for additional programs including Portland Book Festival, Portland Arts & Lectures, and Special Events.

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Plus any other duties as assigned by the Public Programs Coordinator, Manager, and Senior Artistic Director.

**Qualifications:**

- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Data management experience.
- Working knowledge and competency with standard office technology and applications.
- Fluency with Mac and Microsoft business applications.
- Experience with data and project management systems including Airtable and SharePoint preferred.
- Experience handling audio recordings and audio editing experience preferred.
- Discretion in working with highly confidential information.

**Compensation:**

This position comes with a \$2,000 stipend, paid in monthly increments over the course of the internship. We are happy to work with college students who may be able to earn credits or who are eligible for work-study.

**Benefits:**

You will be eligible for complimentary tickets to Literary Arts events (as available) and passes to hosted receptions, as well as the opportunity to participate in Readers Seminars. Additional perks include experience working with partner organizations and fostering local networking opportunities.

**How to Apply:**

Please submit a cover letter and a resume in one file by email to [recording@literary-arts.org](mailto:recording@literary-arts.org) addressed to: Juliette Rousseve (she/her), Public Programs Coordinator, Literary Arts.

No phone calls, please. **Deadline: Received by 9:00 a.m., June 17, 2026.**

The mission of Literary Arts is to engage readers, support writers, and inspire the next generation with great literature.

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Literary Arts is a nonprofit literary center located in downtown Portland with a 40-year history of serving Oregon’s readers and writers. The unique value of Literary Arts is that our programs build community around literature. We believe that there is an urgent need for us to bring together artists and audiences, students and adults, to share in the stories that tell us who we’ve been, who we are, and who we will be.

Literary Arts supports our local writers and makes literature accessible to our community of readers of all ages. We understand our role to be one in which we empower the diverse voices across our community, providing the support, access, and resources needed for all Oregonians to find their story. Literary Arts is committed to remaining a dynamic and responsive organization that will continue to evolve with our community’s needs, and deepen our equity work across all our programs.

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