



Job Title: Jonas Kamlet Library Archive Assistant

Reports to: Director of Education

Required Hours: 5-10 hours per week, flexible.

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater, renovated in 2008, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

Position Summary

Sarasota Opera is in the process of digitizing our archives of materials. This primarily consists of scanning and cataloging newspaper articles, reviews, slides, and photographs. This includes creating a database of the materials that are archived.

Requirements

Familiarity with scanners and computer (PC) technology. Use of Microsoft Office applications, especially Excel and Word. Familiarity with Adobe Acrobat and image processing applications (Photoshop, Lightroom) helpful.

Training

1-2 hours training in use of scanners and database tools.