

**Rob Hayes collection of Berklee College
of Music External Affairs materials
BCA-022**

Finding aid prepared by Sofía Becerra-Licha

This finding aid was produced using the Archivists' Toolkit

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Describing Archives: A Content Standard

Berklee College Archives
2014/07/31
1140 Boylston St
Boston, MA, 02215
617-747-8001

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Summary Information

Repository	Berklee College Archives
Creator	Berklee College of Music. External Affairs.
Creator - Compiler	Hayes, Rob
Title	Rob Hayes collection of Berklee College of Music External Affairs materials
Date [inclusive]	1995-2013
Extent	7.5 Cubic feet : 5 records cartons.
Language	English

Preferred citation

[Identification of item], in the Rob Hayes collection of Berklee College of Music External Affairs materials, BCA-022. College Archives, Stan Getz Library, Berklee College of Music.

Biographical note

Rob Hayes joined Berklee in 1992 and currently serves as Assistant Vice President for External Affairs at Berklee College of Music, where he oversees Berklee Presents, the college's student touring and broadcasting program; the Media Relations office; and The BIRN, Berklee's student-run Internet radio station. He also works on a variety of broad External Affairs initiatives, including institutional communications on subjects as varied as security, affordability, and online learning. He earned a Bachelor's in Broadcast and Cinematic Arts from Central Michigan University, and attended the Masters in Community Arts Management Program at the Univ. Illinois -Springfield.

Scope and contents

Hanging files, bound and loose documents collected by Berklee College of Music Assistant Vice President for External Affairs Rob Hayes, spanning from approximately 1995 - 2013. Materials include institutional reports, press clippings, college handbooks and publications, and a few alumni recordings.

Arrangement

This collection has been minimally processed. Materials are currently housed in the original order they were received. A more detailed internal inventory is available upon request.

Administrative Information

Publication Information

Berklee College Archives 2014/07/31

Access

This non-circulating collection is open for research use by appointment on site at the college archives (Monday - Friday from 9 a.m. to 5 p.m., with evening hours available upon request). Advance notice is required to retrieve archival items because these materials are stored offsite. Use of audiovisual materials may require the production of listening or viewing copies. To schedule an appointment or request further information, please email (archives@berklee.edu) or call (617-747-8001) the college archivist.

Controlled Access Headings

Subject(s)

- Berklee College of Music