

New York School of Interior Design Library

170 East 70th Street

New York, NY 10021

<http://library.nysid.edu/library/about-the-library/nysid-archives/>

The **NYSID Archives** seeks a graduate student enrolled in a Master's program in Library and Information Sciences to aid in the arrangement and description of the **Joseph Grusczak ASID & William DeGraff Archival Collection**.

The **Joseph Grusczak, ASID & William DeGraff Archival Collection** consists of materials created by and related to Grusczak Associates, Inc., an interior design firm active from the 1960s through to the present day. Most notably, the firm worked on large-scale projects for the InterContinental Hotel group from 1960s through the 1990s. The collection materials consists of working drawings, project specifications, renderings, and photographs. Working under the supervision of the Archivist/Assistant Librarian, the intern will aid in the process of arranging, rehousing, describing and cataloging the Grusczak collection. This work also entails creating finding aid data and entering data into NYSID Archives' instance of ArchivesSpace. The intern will share a creation credit line with NYSID Archivist on the completed finding aid.

Qualifications:

Required: Enrolled student in an MLS or archival training program; some experience or coursework in archives; excellent attention to detail and organizational skills; ability to work independently, quickly and meet deadlines; ability to learn new technologies.

Preferred: Student is pursuing a Certificate specializing in Archives or has concentrated coursework in the area.

Preferred: This collection contains material related to interior design, some familiarity with interior design /architecture is preferred.

This is an unpaid, for-credit internship.

Hours: 16 hours a week; 9am-5pm, M-F; May – August 2017 (All interns must commit to at least four hours in one day; otherwise hours are flexible)

To apply: Please send an email expressing interest, qualifications, with resume by April 14, 2017.

Nora Reilly

Archivist/Assistant Librarian

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