

Paid internship opportunity | Summer 2017

An early leader in the field of interior design with a well-known career spanning over five decades seeks an extremely focused and dedicated intern/recent graduate to organize her archives in preparation for transfer to one or more institutional archival repositories.

The intern will help in the consolidation, organization and inventory of the donor's materials. The candidate will work closely with the donor at the donor's residence in New York City, NY.

The candidate must be extremely dedicated to the completion of the tasks assigned, detail oriented, have excellent communication and interpersonal skills. Experience or coursework in archival arrangement and description is highly desirable

The internship will begin the last week of June and last through mid-August. The candidate must be able to commit to working three 6-8 hour days during the week starting at 8am at the donor's home. As the completion of this project is paramount, the candidate must be able to adhere to the schedule. Cell phone usage during work is not allowed unless it is an emergency.

Other duties, tasks, and activities as may become necessary.

Compensation: \$18 - \$22 / hour depending on experience.

Qualifications

Required: Recent graduate or enrolled student in an MLS or archival training program; attention to detail and excellent organizational, communication and interpersonal skills; ability to work independently, efficiently, and meet deadlines. Must be able to lift heavy boxes and walk up and down stairs frequently. Proficient in Word and Excel on a Mac computer

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

This is a paid internship.

Hours: Approximately 20 hours a week; 8am-3pm, M-F; End of June – Mid August

To apply: Please send an email expressing interest and qualifications with resume to the following email address. Qualified applications will be reviewed upon receipt.

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New York School of Interior Design

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