

Graham Foundation

Archive Intern (*Internship, part-time*)

Founded in 1956, the Graham Foundation for Advanced Studies in the Fine Arts makes project-based grants to individuals and organizations and produces public programs to foster the development and exchange of diverse and challenging ideas about architecture and its role in the arts, culture, and society.

The Graham Foundation produces three major exhibitions per year and a host of public programs including lectures, performances, panel discussions, and receptions that engage contemporary work and issues in architecture. It is the largest private funder in the field of architecture in the country, making grants nationally and internationally to individuals and organizations. Support is project based and extends to books, exhibitions, installations, exhibition catalogs, films/videos/new media projects, as well as individual research projects.

The Graham Foundation seeks archive interns for the fall 2016 term (October–December) to assist with processing grant records. The internship may be renewed for the spring 2017 (January–May) term. A stipend will be provided.

Working alongside the Foundation's staff, the intern will gain experience in archival arrangement, description, and housing. The intern will also have the opportunity to engage in archival research to support the 60th anniversary programming.

Responsibilities

- Arrange and rehouse a series of the Foundation's archival files
- Compile descriptive information following standardized vocabularies and formats and folder lists in Excel
- Research historical information related to the Foundation and its grantees and prepare documentation to support the upcoming exhibition/publication/programming celebrating the 60th anniversary of the Foundation
- Other duties as needed.

Qualifications

Required:

- Commitment of a minimum of 2 days/week
- Detail oriented
- Excellent written and oral communication skills
- Ability to take direction and work independently and collaboratively
- Experience with Excel and Word
- Interest in archives
- Desire to deeply engage with the history of the Graham Foundation and its grantees

Preferred:

- Knowledge of basic archival principles of processing, arranging, and describing collections
- Familiarity with basic preservation techniques for archives
- Commitment of 3 days/week

As a landmark historic building, the Madlener House has limited accessibility. The intern must be able to climb three to four flights of stairs.

If interested, please send one PDF containing a resume, cover letter, and contact details for three (3) references to info@grahamfoundation.org with the subject line: ARCHIVAL INTERN_Name. Applications will be accepted until the archival cohort is full.

The Graham Foundation is an Equal Opportunity Employer interested in continuing the growth and diversity of its staff.