

Beth Rudig

Professional Summary

I am an archivist with experience in community archives, processing and managing artists' archives, and cataloging rare books and ephemera. I am passionate about the preservation and continued documentation of artistic, political, and social movements; especially on film and through self-publishing. I am interested in using my expertise in physical processing to explore the intersections of microhistory, moving image, and the archival record and ensure that collections are accessible to all.

Work Experience

Collections Management Working Group Volunteer

Interference Archive, Brooklyn, NY | July 2022 – Present

- Act as point person for Collections Management at Interference Archive, respond to email inquiries from donors and new volunteers, represent the group at volunteer orientations.
- Facilitate monthly meetings and cataloging parties. Collaboratively discuss new donations, cataloging projects, re-housing of materials, deaccessioning and weeding initiatives, and other collection-related needs.
- Accession new donations into the archive, record donor information and metadata in CollectiveAccess catalog, label materials with lot numbers, file and shelve materials.
- Create and revise internal standards, documentation, guides, and controlled vocabularies.

Project Archivist

Estée Lauder Companies Archives, New York, NY | October 2024 – March 2025

- Create and execute processing plan for a highly requested unprocessed archive in the company's backlog, housed both onsite and in offsite storage.
- Survey the Clinique Archive at box level, process the Clinique Archive at folder level, arrangement and description completed in Excel and CollectiveAccess.
- Select and catalog archival highlights to prepare for digitization, provide support for reference requests.

Company Archivist

Trisha Brown Dance Company, New York, NY | January 2023 – October 2024

- Provide virtual and in-person reference services for internal staff and performers and external researchers, curators, and educators.
- Facilitate licensing of archival materials through reproduction, publication, and exhibition loan requests.
- Organize, catalog, and preserve digital and physical holdings according to established policies and best practices. Revise and continue to develop in-house policies, standards, manuals.
- Digitize paper materials and manage digital storage and access to these materials.
- Collaborate with administrative staff on the preparation of grant applications and reports.

Director of Archives

Boo-Hooray, New York, NY | August 2018 – December 2022

- Liaise with clients and institutions regarding consigning, processing, storing, and selling or donating archives to academic and public libraries, museums, and private collections.
- Arrange and describe archives, research and catalog rare books, ephemera, and other art objects.
- Train and manage student intern projects. Manage all archives projects and create processing plans.
- Curate and stage archival exhibitions internally and externally, collaborate with museums, galleries, and libraries, generate documentation for loans, checklists, and sales pertaining to exhibitions.

Archives Intern

Lesbian Herstory Archives, Brooklyn, NY | May – October 2021

- Create original catalog records for periodicals, books, buttons, and special collections.
- Migrate, update, and cleanse legacy metadata records of holdings from Excel to Airtable.
- Digitize paper materials and ingest images for upload into digital collections.

Archivist

Boo-Hooray, New York, NY | August 2015 – July 2018

- Arrange and describe archival collections in preparation to place with institutions, libraries, and museums.
- Research and catalog rare books, ephemera, and other art objects.
- Digitize materials for inclusion in website inventory and printed sales catalogs.
- Pack materials for shipping, process sales and represent Boo-Hooray at events such as book fairs, gallery openings, and talks.

Editor-In-Chief

Submissions Magazine, Purchase, NY | August 2014 – May 2015

- SubMag is the student-run monthly literary and arts journal at SUNY Purchase.
- Solicit submissions from current students and alumni, run weekly staff meetings, curate submissions, delegate staff tasks, liaise with printer based in Queens and execute quality-control for printed magazines.
- Organize and promote events and exhibitions related to the magazine.
- Attend student government meetings and present updates, budget requests, and proposals related to the magazine.

Sales Associate

Neuberger Museum of Art, Purchase NY | September 2013 – June 2015

- Process sales at the Gift Shop at Neuberger Museum of Art, restock shelves, create and update displays, perform opening and closing duties.
- Welcome and assist visitors in locating items, provide gift wrapping services, promote current exhibitions and direct visitors to museum information.

Education

Master of Library and Information Science, Advanced Certificate in Archives | May 2022

Pratt Institute, Brooklyn, NY

Honors: Distinction, Pratt Circle

Bachelor of Arts in Cinema Studies, Minor in Screenwriting | May 2015

SUNY Purchase College, Purchase, NY

Honors: Magna Cum Laude