

SYDNEY GRAMMAR SCHOOL



FROM THE HEADMASTER

18<sup>th</sup> November 2009

Ms Regina Sutton,  
The State Librarian  
State Library of NSW  
Macquarie Street  
Sydney NSW 2000

Dear Regina,

As I told you a few weeks ago, we are looking for an archivist at College Street to start at the beginning of next year. The position could be part or full time, depending on the amount of work the successful applicant wishes to take on. I attach a brief job description.

The Sydney Grammar School Archives contains a great deal of material going right back to the early years of our history in the 1820s and 1830s. The Archivist receives many requests for assistance from Old Boys and historians, and an important part of the role involves the careful storage and preservation of our operational records and Trustees' Papers.

If you could put this letter and the attached note up on a noticeboard, and bring it to the attention of your colleagues at the Library, I would be most grateful. Any interested people should contact my Secretary, Susan Moor, at [scm@sydgram.nsw.edu.au](mailto:scm@sydgram.nsw.edu.au) or write to me at Sydney Grammar School, College Street, Darlinghurst NSW 2010.

With best wishes and thanks as always,

Yours sincerely,

Dr J.T. Vallance