



NYC Parks

City of New York
Parks & Recreation
nyc.gov/parks

TITLE OF INTERSHIP

Archives Preservation Intern

UNIT DESCRIPTION

NYC Parks' Art & Antiquities Division conserves and maintains more than 800 monuments and artworks throughout the five boroughs of New York City, curates and administers public art installations, and manages the Agency's historic resources.

INTERN RESPONSIBILITIES

Under the supervision of the Deputy Director of Art & Antiquities, the Archives Preservation Intern will assist in the organization and preparation of a collection of unique and rare progress reports, pamphlets, brochures, photographs, and supporting materials for digitization. The material, created between 1936 – 1965 under the Robert Moses administration, provides documentation of the acquisition, design, development, and use of local and regional park systems, public transportation, cultural institutions, as well as public housing. This rich archive is historically and graphically significant and provides a window on a critical three-decade period of expansion and transformation in New York City.

Duties may include:

- Assist in basic collections care such as organizing and arranging files, removing duplicates or extraneous information, and labeling folders
- Rehousing files
- Flattening folded and oversize material
- Identifying conservation issues
- Basic preservation techniques, like removing metal fasteners and binding
- Research and record appropriate metadata
- Help produce a finding-aid or index of all collection materials
- Cross reference photographs with the NYC Parks Photo Archive

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

- Archival or library science knowledge or experience
- Strong interest in New York City history and or Art History
- Proficiency in Microsoft Office Suite
- Excellent writing, verbal communication, and organizational skills.
- Ability to commit 1-2 days per week for a period of 5 months.

DEADLINE

February 28, 2023

CONTACT

Submit a cover letter and resume to:

artandantiquities@parks.nyc.gov