



## **Public Design Commission**

**Position Title:** Archivist Intern

**Intern Job ID:** 3082

**Education Level:** Undergraduate, Graduate

The Public Design Commission is seeking an Archivist Intern to assist with a long-term Public Design Commission archival scanning project to digitize a collection of historic documents, including photographs, prints, architectural drawings, and correspondence.

### **About the Office:**

The Public Design Commission (PDC) is New York City's design review agency, with jurisdiction over permanent works of architecture, landscape architecture, and art proposed on or over City-owned property. The PDC maintains an archive of projects reviewed by the Commission since 1902, documenting more than 7000 sites throughout New York City and providing a unique view into the history of the City's public works. Containing original documents, drawings, photographs, and architectural plans, the Archive informs the Commission's review of current projects and provides a valuable resource to researchers.

### **About the Role:**

The Archivist Intern will assist in digitizing historic and fragile materials in the collection, increasing public access to these documents while preserving the originals in appropriate archival conditions. Interns will be trained in aspects of archival digitization practices and standards, including metadata and use of high-tech scanning equipment, and will gain valuable hands-on experience handling a range of archival materials. Candidates should be detail-oriented, careful and precise, and comfortable working independently.

Responsibilities include but are not limited to:

- Review archives to identify documents for retention and removal.
- Assist with the digitization of historic documents, including photographs, prints, architectural drawings, and correspondence.
- Assist with other archival projects, including re-housing collections, creating inventories, and re-filing archival material
- Curate a small online exhibit and provide descriptions for select images from collection(s) digitized over the course of the summer.

**Qualifications:**

- Current enrollment in a graduate or undergraduate program, preferably in a related field, such as history, library science, museum studies, and/or archives
- Interest in and experience with archives, architecture, landscape architecture and/or public art.
- Strong attention to detail, accuracy, and quality-control while performing tasks
- Good written and verbal communication skills
- Familiarity with Photoshop, Adobe Bridge, and Microsoft Office programs
- Familiarity with scanning technology a plus, though training will be provided as part of this internship

**Salary:**

Undergraduate College Students:     \$15.75 per hour

Graduate Students:                         \$17 per hour

**To Apply:**

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.

**New York City Residency Is Required Within 90 Days Of Appointment**  
**The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers**