

INTERNSHIP OPPORTUNITIES

The Neighborhood Preservation Center, a resource facility dedicated to encouraging and facilitating citizen participation in the improvement and protection of New York City's built environment, currently has two exciting internship positions available. These positions are unpaid.

Landmark Designation Report Project Intern

The Neighborhood Preservation Center and The New York City Landmarks Preservation Commission have joined together to provide free public online access to the City's entire collection of landmark designation reports. Designation reports explain the architectural, historical and cultural significance of an individual landmark or historic district and describe the significant features of the individual Landmark or historic district at the time of designation, which provides the basis of regulating future changes to these properties. The primary responsibilities of the intern will be to assist in completing the Designation Report Database Project.

Responsibilities:

- Photocopy and catalogue reports by year of designation.
- Identify and obtain from the Landmarks Preservation Commission any needed reports.
- Scan and upload reports into database.
- Identify potential keywords and search terms relating to each report.
- Enter information relevant to each report into the database.
- Create alphabetical and chronological list of all NYC landmarked properties.
- Assist with other projects and daily activities as needed.

This position would be ideal for someone interested in historic preservation, New York City history and/or architecture.

Resource Referral Service/Library Projects Intern

The primary responsibilities of the intern will be related to the Center's on-site library and its Resource Referral Service. Through a custom-designed database, Resource Referral Service links users with organizations, institutions and individuals that can assist them with inquiries related to neighborhood improvements, community revitalization, and historic preservation.

Responsibilities:

- Identify and enter new resources into the Resource Referral Database
- Verify and update information for existing resources.
- Add books and other periodicals to our on-site library collection.
- Maintain and update brochures, information packets and other public materials.
- Assist with other projects and daily activities as needed.

This internship position would be perfect for someone with an interest or background in urban planning, historic preservation or in similar fields relating to community development and improvement.

If you would like to be considered for one of the above positions and you are available approximately eight hours per week (number of weeks

to be determined) please contact Erin O'Brien at 212-228-2781 or via email at eobrien@neighborhoodpreservationcenter.org.