



Docomomo New York/Tri-State is seeking a part-time intern to help create a system for and catalogue of the chapter's archives.

DOCOMOMO New York/Tri-State is a local chapter of an international organization working in over 60 countries to document and preserve buildings, sites and neighborhoods of the Modern Movement. Our mission is to increase public awareness and appreciation of Modern movement architecture, landscape and urban design; to identify and document local examples; and to advocate for the protection of those determined most significant. Since 1996, the chapter has been advancing this mission in New York, New Jersey and Connecticut.

Location: New York, NY

Compensation: \$1,250 Honorarium

Job Description: DOCOMOMO New York/Tri-State is seeking a part-time archivist intern to work with chapter board members in creating a system for and catalogue the chapter's archives.

Our collection includes operational records including the first correspondence and legal documents to initiate the organization, organizational records of special events and advocacy efforts, architectural surveys, photographs, documentation and research on historic buildings for international fiches, website histories of buildings, documentation on specific buildings for the public attending our architectural tours and events, documentation. These exist in various locations.

As part of this project, the archivist intern will help set up a system to catalogue archive items. Once the system has been created, the intern will complete an initial top-level inventory of items. The specific duties of this internship may include:

- Setting up system for chapter archives;
- helping identify and assess the archival value of materials;
- initial inventorying of materials;
- creating collection guides and other basic finding aids;
- drafting of a records retention policy and schedule for the historic records of the archive, utilizing recognized archival and records management practices.

Deadline to complete this work would be November 2018. A future phase of the project (not included as part of this request) would include an evaluation of the holdings and the potential for scanning and creating a password controlled on-line archive and cataloging materials.

Requirements: Experience in archives/records management or completion of at least the introductory courses in archives principles and practices via an accredited library science program. Good computer skills. Good communication and organization skills.

Application deadline is June 15, 2018 at 5pm. Applications should be addressed to: DOCOMOMO New York/Tri-State, attention Frampton Tolbert (framptontolbert@gmail.com) and include: 1. Brief letter not exceeding 200 words explaining how the internship fits with the applicant's educational program or professional experience; 2. Current resume; 3. One professional or academic reference with contact information.