



Job Title: Archives Processing Intern
Intern May 1 to August 31 2017
Department: Legal
Reports To: Archivist/Records Manager

Summary

The Brooklyn Navy Yard (the Yard) is a mission-driven industrial park that is a nationally acclaimed model of the viability and positive impact of modern, urban industrial development. Now home to over 330 businesses employing seven thousand people, the Yard is in the midst of its largest expansion in generations that will increase employment to 16 thousand New Yorkers.

The Brooklyn Navy Yard Development Corporation (BNYDC) is the not-for-profit corporation that serves as the real estate developer and property manager of the Yard on behalf of its owner, The City of New York (the "City"). BNYDC constantly strives to provide an environment in which businesses and careers can take root and grow.

BNYDC's mission is to fuel New York City's economic vitality by creating and preserving quality jobs, growing the City's modern industrial sector and its businesses, and connecting the local community with the economic opportunity and resources of the Yard.

Areas of Responsibility

The BNYDC Archives collects, organizes, and preserves the corporate records and assets of the Brooklyn Navy Yard Development Corporation, as well as material relating to the history of the Brooklyn Navy Yard. The Archives makes this material accessible and provides research support to any interested persons who seek to evaluate the impact of Brooklyn Navy Yard and BNYDC activities on the history of Brooklyn's social, cultural, and economic development.

The BNYDC Archives seeks an intern to assist in processing archival collections both large and small in extent. Under the supervision of the BNYDC Archivist, the intern will re-process one large collection at the item level, based on a processing plan devised by the Archivist. The intern may also complete arrangement and description for a series of smaller collections.

- Update/create DACS-compliant finding aids

Brooklyn Navy Yard Development Corporation
63 Flushing Avenue, Unit 300
Building 292
Brooklyn, NY 11205



- Apply basic preservation techniques to archival records, including encapsulating fragile material and rehousing oversized material
- Arrange and describe artifacts from disparate collections into a single unified collection, and create DACS-compliant finding aid
- Create catalog records in Collective Access digital asset management system.

Qualifications

- Must be currently enrolled in an accredited graduate program for Library and Information Science with a concentration in archives
- Demonstrated experience arranging and describing collections
- Strong organizational, writing, and communication skills
- High proficiency in Microsoft Office and Adobe Creative Cloud suites (Word, Excel, Photoshop)
- Ability to work independently
- Ability to bend, reach, and lift boxes or volumes weighing up to 40 lbs.
- Familiarity with CMS and DAM systems, particularly Collective Access preferred
- Demonstrated cataloging experience preferred
- Familiarity with DACS and with the use and application of standardized vocabularies preferred

Salary

- \$15 per hour
- 2-3 flexible days per week Monday-Friday, 9am – 5pm; up to 15 hours per week

Submit resume and cover letter to Rona Espeut at respeut@bnydc.org

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