



**Job Title:** Archives Cataloging/Digitization 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 participate in a large scale digitization and cataloging project. Under the supervision of the BNYDC Archivist, the intern will assist in processing a collection containing architectural and engineering plans from the Brooklyn Navy Yard's history. The intern will arrange and inventory plans currently housed in flat file cabinets. In addition, the intern is expected to scan and catalog plans in the Archives' digital asset management system, hosted by CollectiveAccess.

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



- Arrange fragile architectural drawings, using preservation techniques
- Scan drawings, as applicable
- Catalog digital surrogates, using workflow devised by the Archivist, into Archives' DAM system
- Update flat file inventory
- Create DACS-compliant finding aid

### **Qualifications**

- Must be currently enrolled in a graduate program in Library and Information Science with a concentration in archives
- Excellent organizational, writing, and communication skills
- Ability to work independently and multi-task
- Ability to bend, reach, and lift boxes or volumes weighing up to 40 lbs.
- completion of significant archival description courses preferred
- Demonstrated experience working with CMS and DAM systems preferred
- Familiarity with DACS and with the use and application of standardized vocabularies preferred
- Understanding of design, engineering, and utility plans preferred

### **Salary**

- \$15 per hour
- 3 flexible days per week Monday-Friday, 9am – 5pm; 21 hours per week

Submit resume and cover letter to Rona Espeut at [respeut@bnydc.org](mailto:respeut@bnydc.org)

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