

NYC Department of Environmental Protection: Three Paid Summer 2016 Internships

Repository Description:

The DEP Archives is responsible for collecting and preserving historical records documenting the activities of the Department of Environmental Protection and its predecessor agencies. Amongst its most important records are those that document the development and operation of New York City's immense water supply and distribution system. Not only are these records historically important to engineering, science, and New York City, they are also critical to the continuing operation of our city's water supply system. This is a great opportunity to work with vitally important archival records and gain real-world knowledge of managing records that support local government.

Internship Descriptions:

1. Digitization Interns (2 positions): Job ID 2016-1550. The selected candidates will work with the Records and Archives Management team to digitize archival photographs related to the planning and construction of the New York City water supply. Tasks will focus on scanning, metadata creation, and quality control, providing experience in the technical aspects of digital image creation as well as familiarity with imaging standards, digital asset management, and making resources available. Other responsibilities may include conducting research in support in of user requests.
2. Digital Photography Collections Intern: Job ID 2016-1551. The selected candidate will work with the Records and Archives Management team to describe and make accessible digital photography documenting projects and activities of the DEP. Tasks include research to identify image content, metadata creation, development of controlled vocabularies, and quality control. Other responsibilities may include conducting research in support of user requests.

Qualifications: Student must currently be enrolled at a college/university at the graduate level pursuing a degree in information and library science, archival studies, history, or a related field. Student must have at least a 2.5 GPA (on a 4.0 scale).

Preferred Skills: Interest in New York City history, government records or engineering. Strong written and verbal communication skills, excellent organizational and planning skills, detail-oriented, self-motivated and able to work well following a written project plan with minimal supervision. Proficient in full Microsoft Office suite of applications, particularly Excel. Previous experience working with a digital asset management system, Adobe Photoshop and Acrobat, applying metadata, or digitizing archival records a plus.

Compensation and Duration: Interns will be paid \$15.30 an hour. The position requires a full-time commitment (Monday-Friday, 9am-5pm). Internships are 10 weeks long and run from June 6 through August 12, 2016; interns must be able to commit for the full duration of the internship.

Work Location: The Archives is located on the east side of midtown Manhattan.

To Apply: In order to be eligible you must apply through the New York City website: http://www.nyc.gov/html/dep/html/job_opportunities/icims_internships.shtml. Search for internship listings 2016-1550 and/or 2016-1551. Please include cover letter and resume – applicants who do not include a cover letter clearly stating their qualifications and why they are interested in the position will not be considered. **The deadline for submissions is Friday, April 1, 2016 at 5pm.**

For more information about NYC Environmental Protection, please visit our website at www.nyc.gov/dep<<http://www.nyc.gov/dep>>. You can also find us on Facebook <https://www.facebook.com/nycwater> and Flickr <https://www.flickr.com/photos/nycwater/sets/72157647118511120/>.