

A unique internship opportunity has come up at the Citizens Housing and Planning Council (CHPC) archival library.

We are looking for enthusiastic interns who will have the chance to make their mark on a remarkable public access archival library.

Background

CHPC is a non-profit housing and planning research organisation dedicated to improving housing and neighborhood conditions in New York City. It was established in 1937 therefore we hold relevant housing and planning books, reports and government documents from this period to the current day; around 6000 books and reports, and 80 linear feet of manuscript material.

The two central themes of the collection are: the physical development of the built environment in NYC through the 20th Century – especially public and affordable housing – and the evolution of all of New York’s regulations in relation to housing and planning.

We have recently moved the location of the library and want to have a totally new, fresh approach to cataloguing and display, therefore an intern has the chance to have a great impact on the future of this collection.

The way ahead

We are now in the process of developing a new strategy for the library following new leadership. This includes multiple grant applications for preservation, digitization, cataloguing and easing access to the library.

What you could be doing:

- Responsibility for the library under the supervision of a senior researcher
- Development of a bespoke classification system
- Cataloguing of unique primary reports from the early 20th Century+
- Organising the scanning and digitizing of government documents and archive material
- Securing all specialist archive material into storage for easy access
- Possibility of a stipend (dependant on successful grant applications)

If you are interested in this opportunity, please email your resume and a cover letter to swatson@chpcny.org call Sarah Watson on 212-286-9211 ext 116.

Multimedia Design/Animation intern

We are looking for a candidate who specializes in computer animation or general multimedia design. This placement offers the opportunity to make your visual mark on the research products of a small but well-respected non profit research organization, based in Lower Manhattan.

Our organization conducts research and analysis in relation to housing and urban planning issues in the City. Our work product is often in the form of presentations to other non profits, government agencies or universities in NYC. In this way, we wish to use animations and visual design features to communicate our analysis in a clear, easy, innovative and engaging form. We are also increasingly reliant on our website to promote our research and analysis and wish to improve the way that we incorporate multimedia features.

We are looking for an undergraduate/graduate student for the summer or the fall semester – exact dates and weekly working hours are flexible. If you are interested in this opportunity, please email your resume and a cover letter to swatson@chpcny.org call Sarah Watson on 212-286-9211 ext 116.