

NYC SUMMER INTERNSHIP PROGRAM 2010

PARKS & RECREATION-077

Systems and Analysis Team
Flushing Meadows Corona Park
Queens, New York

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AGENCY DESCRIPTION

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage five major stadia, 600 tennis courts, 66 public pools, 51 recreational facilities, 17 nature centers, 14 golf courses, and 14 miles of beaches; we care for 800 monuments and 23 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as the WinterJam, Adventures NYC, the Pumpkin Festival and several others. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The photo archive manages and provides access to a large collection of historical photographs, negatives, digital assets, and moving images. The archivist provides reference and research assistance, processed and delivers orders for images and arranges reproduction rights permissions, assures the preservation of the collection through its physical care, organization and description.

POSITION TITLE

Photo Archivist Intern

INTERNSHIP RESPONSIBILITIES

Various internships are possible, but the greatest current need for the archive is for cataloging/description of photographs on an item-level. This will require an intern to familiarize themselves with the available reference material for the archives, entering existing data and enhancing and correcting description through research, the use of controlled vocabularies and library/archives descriptive standards. The intern would gain valuable experience and perspective on the development of metadata and collection management.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Thoroughness and attention to detail is essential, a strong interest in collections management for library/archives/museum contexts is also vital, and a particular interest in photography, visual resources or New York City history would be very valuable. Knowledge of Excel required, knowledge of Access a plus.

APPLICATION PROCESS

nyc.gov/internships

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

Although not a requirement, prospective or current graduate students of library science or archives management are especially encouraged to apply.