

Van Alen Institute Internship
Design Archive Project | 2009

<i>Positions Available</i>	2
<i>Terms</i>	2009 Fall
<i>Starting Date</i>	Immediately
<i>Availability</i>	16 hrs a week
<i>Compensation</i>	Unpaid*

Project Description Van Alen Institute (VAI) is a New York based non-profit organization dedicated to promoting inquiry into the processes that shape the design of the public realm. VAI develops and presents a program of public design competitions, fellowships, exhibitions and forums that address architecture as a creative and cultural practice with great public consequence.

Van Alen Institute's Design Archive Project has been established to organize and provide public access to the Institute's collection of historical design materials. Dating from the Institute's founding in 1894, these materials include original, large-format architectural drawings, design competition programs, jury reports and annual publications, prints, negatives and photostats, and over 100 linear feet of papers and correspondence. For additional project information please see: http://www.vanalen.org/html/05_darchive.php

Responsibilities Archive activities are currently focused on arranging and indexing the collection, and on digitizing the collection's drawings for web-based access. VAI is seeking interns to assist in assessing design competition boards, document scanning, digital file management, preliminary cataloging activities, and to participate in the installation and organization of upcoming public programs and related events.

Qualifications Applicants for this position should be enrolled in or have completed a bachelors degree or higher in architecture or a related field (urban design, planning, landscape architecture). Proficiency with Adobe Photoshop and Microsoft Excel are required, and previous collections management and cataloging experience is welcome.

Contact Please email a resume and cover letter to cchou@vanalen.org with "Design Archive Internship" in the subject line. Please note any special technical or digital skills you may have.

* Academic credit may be arranged.