

INTERNSHIPS

Van Alen Institute internships are an opportunity to get involved in a diverse range of activities across our design competitions, public programs, research, communications, development, and operations. Positions are part-time and based at the Institute's office in Manhattan's Flatiron neighborhood.

Van Alen offers seasonal internships in the following areas:

- **Competitions**
Support large-scale collaborative design competitions through research, administration, production of graphic and visual resources, writing, documentation, and event management. Candidate should have excellent graphic design skills and experience creating infographics.
- **Public Programs**
Support the planning and production of Van Alen's public programs series through curatorial research, correspondence, event planning, marketing and outreach, A/V coordination, and documentation.
- **Research**
Support Van Alen research initiatives through project planning and production, including urban and archival research; creation of editorial content such as reports, online resources, and publications; and facilitation of interdisciplinary research partnerships.
- **Communications**
Support researching individuals and companies in the architecture and design field; preparing written and multimedia content for the Institute's website; developing editorial content; supporting the implementation process for website and database projects; and launching press initiatives.
- **Development & Operations**
Assist with benefit planning, fundraising, outreach, and promotion; and support internal operations and management. General responsibilities include: project management support, production of print and digital materials, and clerical activities such as filing, coordinating travel, database management, and word processing.

How to Apply

Van Alen seeks applicants with a strong interest in our mission and projects, and a desire to gain exposure to relevant professional experience. Applicants will be considered for all open positions; please indicate if your skills and interests relate to specific internship areas. Qualifications include:

- Exceptional written and verbal communication skills.
- Strong interest and/or background in urban studies, architecture, urban design, politics, or a related field.
- Collaborative and comfortable working with a wide range of project partners, stakeholders, and audiences.
- Flexible, organized, keen eye for detail, and able to multitask.
- Self-directed, with a professional attitude toward all levels of assigned tasks.
- Familiarity with basic graphic design and web design preferred.

Internships require a commitment of at least three days per week in the Van Alen office for a minimum of four months, with the opportunity to work flexibly and independently as needed. Participants in the Van Alen Internship Program receive a monthly stipend of \$600. Candidates may also arrange academic credit and outside funding sources.

To apply, please email a cover letter, resume, and writing sample to internships@vanalen.org.

About Van Alen Institute

At Van Alen Institute, we believe design can transform cities, landscapes, and regions to improve people's lives. We collaborate with communities, scholars, policymakers, and professionals on local and global initiatives that rigorously investigate the most pressing social, cultural, and ecological challenges of tomorrow. Building on more than a century of experience, we develop cross-disciplinary research, provocative public programs, and inventive design competitions.

Learn more at www.vanalen.org.

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