

NYS Office of Parks Recreation and Historic Preservation - Historical Document/Photo Archiving Intern (Salamanca, New York, U.S.)

Allegany State park

Allegany State Park, Salamanca, New York is NYS's largest state park, known for its wildlife and containing 65,000 acres of mature forests, three lakes and several streams. The park, founded in 1929, has a rich history of early settlements, Seneca Indians, logging, CCC camps and skiing.

<http://www.nysparks.com>

Location: Salamanca, NY

Historical Document/Photo Archiving Applicant will assist in cataloguing, accessioning and preparing photos, documents and artifacts according to best preservation practices for retention in the Allegany Region files. Good organizational and computer skills are required. Candidate will work with members of the Allegany Historical Society and regional staff in establishing protocols and procedures for documentation and access to the files. The Park has an extensive collection of photos and papers relating to the history of Allegany which have never been catalogued.

An interview in person or by phone is required. Interested parties should submit a resume with a listing of course work completed or expected to be completed by June 2010 with a letter of interest. This is an unpaid internship although housing may be provided to a qualified candidate.

Open until: 09/30/2010

How to apply Send a letter of interest with contact information and a resume with a listing of course work completed or expected to be completed by June 2010 to the contact information. Interviews are required either in person or by phone.

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Allegany State Park  
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Employer NYC Department of Parks and Recreation Art and Antiquities/Citywide Monuments Conservation Program the Citywide Monuments Conservation Program conserves and maintains public works of art throughout the five boroughs of New York City. Parks & Recreation is the steward of about 29,000 acres of land 14 percent of New York City including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 550 tennis courts, 66 public pools, 48 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 22 historic house museums.

<http://www.nycgovparks.org>

NYC Department of Parks and Recreation - Monuments Projects Coordinator Intern (New York, New York, U.S.)

The Citywide Monuments Conservation Program and New York City Parks & Recreation, Art & Antiquities Department, seek an office intern to coordinate monuments conservation and maintenance projects during the 2010 summer season. This is 40 hour a week position, Monday through Friday beginning Monday, May 24 through Friday, August 20, 2010.

The Citywide Monuments Conservation Program conserves and maintains public works of art throughout the five boroughs of New York City.

Program participants will gain knowledge of the breadth of the public sculpture collection, its history and conservation needs. The monuments projects coordinator will serve as a liaison between central office administration and outdoor field operations--writing reports, archiving current projects and assisting the scheduling and timekeeping of fellow interns. Responsibilities include a wide range of bookkeeping duties, research duties and purchasing. In addition the projects coordinator will lend administrative support to the Monuments Conservators and to the Director of Arts & Antiquities.

This is an excellent opportunity to learn about outdoor sculpture conservation with experienced staff in an award-winning program in New York City. The season will also include bi-monthly educational visits (which may include a bronze foundry, granite quarry, and museum conservation lab).

Candidates should have excellent administrative skills, writing and research ability, and computer skills, and should be well organized, yet flexible and able to manage multiple tasks. Knowledge of sculpture conservation and/or historic preservation is preferable. This position may be applied toward college credit.

How to apply Please send cover letter and resume by Monday, February 22, 2010 to: [ArtandAntiquities@parks.nyc.gov](mailto:ArtandAntiquities@parks.nyc.gov) Subject: Monuments Projects Coordinator Internship 2010 To apply via mail, please send a resume and cover letter to: Art & Antiquities Attn: Monuments Projects Coordinator Internship 2010 830 Fifth Avenue The Arsenal, Central Park Room 20 New York, NY 10065

[ArtandAntiquities@parks.nyc.gov](mailto:ArtandAntiquities@parks.nyc.gov)