## INTERNSHIPS AT THE LEAGUE: PROGRAM ASSISTANT INTERNSHIP

The Architectural League of New York offers internships with a minimum 3-month time commitment to undergraduates, graduates, and recent graduates. We ask that interns work a minimum of 10-15 hours per week and are flexible with their schedule. Selection for the League's internship program is made on the basis of the applicant's enthusiasm about the League's mission and programs, experience, and interest in architecture and urbanism.

DESCRIPTION OF EXPERIENCE

# Interns will gain experience working in programs, including events and competitions. As integral team members in our office, interns will not only provide necessary support for the daily operations of the League, but also have the opportunity to attend meetings, reviews, and juries with leading members of the design

Examples of intern activities:

- Work with the Program Director and Program Associate to organize competitions, juries, and events
- Record and enter portfolio information for design competitions

community. The program assistant intern is required to attend League events.

- Research to support the League's programs and activities
- Help manage the execution of League events including design juries, event check-in, and general assistance

The League will support internships for academic credit.

#### QUALIFICATIONS

Applicants should be motivated, organized, detail oriented, and self-directed with a strong desire to participate in the League's many activities and projects. A strong interest in architecture; good writing, communication, and research skills are required; experience with Excel, Photoshop, and InDesign is a plus.

Interns will receive a stipend and unlimited monthly Metro Card during their internship.

## **INTERNSHIP CALENDAR**

Workday hours are flexible but a minimum of 10-15 hours a week and the ability to attend League events is required. Interns must commit to a minimum of 3 months.

### **APPLICATION**

Please <u>fill out this form</u> and include a cover letter, current resume, a four-page sample of your writing, and contact information for two references.

Applications are accepted on a rolling basis.

Please contact Matt Ragazzo, Program Associate, at ragazzo@archleague.org for more information.