

INTERNSHIPS AT THE LEAGUE: PROGRAM ASSISTANT INTERNSHIP

The Architectural League of New York offers internships with a minimum 3-month time commitment to undergraduates and recent graduates. We ask that interns work a minimum of 3 days 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, communications, and development. 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 community. The program assistant intern is required to attend League events.

Examples of intern activities:

- Work with the Program Director to organize competitions, juries, and events
- Research to support the League's programs and activities
- Manage the organization of the League's archival materials
- Help manage the execution of League events including venue research and coordination

The League will support internships for academic credit.

QUALIFICATIONS

Applicants should be motivated, organized, 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. The availability to attend the League's events is essential.

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

INTERNSHIP CALENDAR

Workday hours are flexible but a minimum of three days a week is required. Interns must commit to a minimum of 3 months.

APPLICATION

Please **fill out this form** 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 Joe Basile, Intern Coordinator, at basile@archleague.org for more information.