



# WILLIAMSBURG HIGH SCHOOL FOR ARCHITECTURE AND DESIGN

March 6, 2017

Dear 10<sup>th</sup>/11<sup>th</sup> Grade Student,

Attached you will find job descriptions for the internship offerings for this coming summer. Please read them carefully and consider which ones you are interested in applying for.

### Essential Information:

- Summer Internships will run from Monday, July 3<sup>rd</sup> through Friday, August 11<sup>th</sup>.
- **You must be able to work for the entire six week period to be eligible for an internship (no vacations, summer camps, etc!!!).**
- Students who are required to go to summer school are not eligible for an internship.
- You must be at least 16 years old by May 15<sup>th</sup>!!! (and have working papers)
- You will be notified of your internship placement on/around May 5<sup>th</sup>.

**Please listen carefully to the 3<sup>rd</sup> period announcements each day, as there will be updates and reminders made as more positions become available.**

There are three pieces of the internship application that must be submitted together to Ms. Wilson in Room 139:

- 1) Preference form with internship choices indicated, signed by both you and your parent/guardian
- 2) Writing sample (see back of preference form)
- 3) A current résumé

**APPLICATIONS are due to Ms. Wilson by TUESDAY, March 28<sup>th</sup>!!!**

Most interviews will be held at school on Friday, April 21<sup>st</sup>.

Ms. Wilson will be holding the following workshops, in Room 224, to assist you in the application process:

### **Résumé/Application Workshops**

Friday, March 10<sup>th</sup> – Period 4  
Friday, March 17<sup>th</sup> – Period 8

### **Interview Workshops**

Tuesday, April 4<sup>th</sup> – Period 8  
Thursday, April 20<sup>th</sup> – Period 4

If you have any questions, please see Ms. Wilson in Room 139.

Gill Cornell, Principal  
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Redefining Career & Technical Education in New York City

**Application for Summer 2017 Internships**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Which Internship Sites are you applying for? (Check all that apply.)

- Green-Wood Cemetery – Preservation Crew
- Green-Wood Cemetery – Archives and Historical Collections
- Silman, Structural Engineers
- World Monuments Fund
- Mount Vernon Hotel Museum
- Sabir Richardson & Weisberg, Engineering & Architecture
- Park Avenue Armory
- Groundswell
- Heritage Equity Partners
- Office of Topography, Manhattan Borough President
- Office of Topography, Brooklyn Deputy Borough President
- Friends of the Brooklyn Queens Connector (BQX)
- Neighborhood Preservation Center
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



# SUMMER 2017 WHSAD INTERNSHIPS

## **Internship Site: The Green-Wood Cemetery – Preservation Crew**

**Website:** [www.green-wood.com](http://www.green-wood.com)

**Location:** Sunset Park, Brooklyn

**Positions Available:** 2

### **Job Responsibilities:**

- Intern will work on various restoration and preservation projects on structures, monuments, memorials, and sculpture.
- Intern will work with granite, marble, bronze and other materials.
- Cleaning, resetting, and waxing of monuments and bronze will be included.

### **Qualifications:**

- Ability to work in outdoor environment.
- Ability to perform physical labor.
- Creative and artistic abilities a plus.

## **Internship Site: The Green-Wood Cemetery – Archives and Historical Collections**

**Website:** [www.green-wood.com](http://www.green-wood.com)

**Location:** Sunset Park, Brooklyn

**Positions Available:** 1

**Job Description:** The Green-Wood Cemetery is seeking a WHSAD student to serve as a summer intern for its archives and historical collections. Under the guidance of the cemetery's archivist and manager of historical collections, the selected intern will be trained to handle original source materials, including letters, documents, photographs, and other types of records. Specifically, the intern will learn to arrange and describe archival materials, re-house papers and photographs into acid-free folders and boxes, and generate preliminary inventories and finding aids.

## **Internship Site: Silman (Structural Engineers)**

**Website:** [www.silman.com](http://www.silman.com)

**Location:** South Street Seaport area, Manhattan

**Positions Available:** 1

### **Job Responsibilities:**

- Scan existing building drawings (digitization project)
- Accompany engineers on site visits
- Assist with conditions assessments
- Document site images
- Assist with Field Reports
- Stamp incoming mail and drawings
- Distribute incoming and outgoing mail and drawings
- Data entry for marketing
- Modeling tutorials
- Attend client meeting
- Filing
- Assist with Phones and miscellaneous office tasks

### **Qualifications:**

- Reliable, responsible, enthusiastic
- Interest in preservation engineering and existing buildings
- Helpful and willing to do all general office tasks

**Internship Site: World Monuments Fund**

**Website:** [www.wmf.org](http://www.wmf.org)

**Location:** Midtown, Manhattan (offices are IN the Empire State Building!!)

**Positions Available:** 1

**Job Responsibilities:**

World Monuments Fund (WMF) is a not-for-profit that works internationally to preserve historic buildings and sites. The Williamsburg High School of Architecture and Design summer intern at WMF will work on office projects for 6 weeks this summer. The intern will work closely with three departments (Programs, Development, and Finance) and will be assigned administrative tasks of filing, scanning, organizing documents, and data entry.

The internship is an opportunity to experience the operational aspects of an organization dedicated to preserving treasured places and to learn about the broad scope of work and projects in which WMF is involved.

**Qualifications:**

The intern must be focused, organized, detail-oriented, enthusiastic, and interested in historic preservation.

**Internship Site: Mount Vernon Hotel Museum**

**Website:** [www.mvhm.org](http://www.mvhm.org)

**Location:** Upper East Side, Manhattan

**Positions Available:** 1

**About the Museum:**

The Mount Vernon Hotel Museum & Garden (MVHM) preserves and interprets travel, leisure, work and play in diverse antebellum New York. The Museum shares and promotes historical knowledge for the education and enjoyment of the public through engaging interpretation and programs. The Museum presents its 1799 building and grounds as the Mount Vernon Hotel, which served day customers and travelers from 1826 to 1833.

**Possible Summer Intern Projects Include:**

- 1) Researching the historic character of the neighborhood around the Mount Vernon Hotel during a specific historical time period; mapping the route the stagecoach took to get to the hotel; etc.
- 2) Developing an architectural scavenger hunt for use by Museum visitors
- 3) Assisting with our History Weeks program for elementary school students
- 4) Assisting with some curatorial projects.
- 5) Training as a volunteer for Museum special events (possibly continuing after the end of the internship)
- 6) Other potential projects could include other children's programming and/or social media marketing.

**Internship Site: Sabir Richardson & Weisberg Engineering & Architecture**

**Website:** [www.srw-eng.com](http://www.srw-eng.com)

**Location:** Midtown, Manhattan

**Positions Available:** 1

**Job Responsibilities:**

- Intern will work on various architecture and engineering projects by visiting project sites and drafting construction plans
- Intern will perform general office duties, like answering phones, filing, and inventory
- Intern will perform messenger duties to reproduction office, other architectural, engineering and expediting firms

**Qualifications:**

- Professional demeanor, responsible and punctual
- Computer literacy, AutoCad and MSOffice preferred
- Attention to detail
- Creative and artistic abilities a plus.

**Internship Site: Park Avenue Armory**

**Website:** [www.armoryonpark.org](http://www.armoryonpark.org)

**Location:** Upper East Side, Manhattan

**Positions Available:** TBD

The Armory Youth Corps is a group of New York City public high school students that are immersed in the art and creative processes of the Armory's artists through paid, project-oriented internships that provide job and career training, leadership development, and essential communication and life skills.

**About the Armory:**

Part palace, part industrial shed, Park Avenue Armory fills a critical void in the cultural ecology of New York by enabling artists to create—and audiences to experience—unconventional work that cannot be mounted in traditional performance halls and museums. With its soaring 55,000-square-foot WADE THOMPSON DRILL HALL—reminiscent of 19th-century European train stations—and array of exuberant period rooms, the Armory offers a new platform for creativity across all art forms. The Armory's education program is essential to its vision and mission, as it builds upon the “outside-the-box” nature of the Armory's unconventional artistic programming and the exceptional qualities of our building that inspire exploration, experimentation and sheer wonder.

**Job Responsibilities:**

- Assist in the planning and implementation of Educational workshops relating to the summer Artistic Programming at the Armory in the fields of dance, audio/visual art, and theatre.
- Work on a term research project related to the historic preservation of the Armory and/or the unconventional art presented at the Armory.
- Office duties: filing, document preparation, etc.
- Continuing the process of digitizing the Armory's collection of historic photographs.
- Maintaining a blog detailing their educational escapades and experience in Youth Corps

**Qualifications:**

- Students who are enthusiastic and willing to work both independently and as a group
- Ability to follow through on a task until completion.
- An interest in working with younger students during Education workshops.
- An interest in the history of the Armory, its preservation, and its upcoming artistic programming.
- An interest in how technology can be used to help the Armory both preserve its historical records and appeal to a wider audience, including your peer group

**Internship Site: Groundswell**

**Website:** [www.groundswellmural.org](http://www.groundswellmural.org)

**Location:** Downtown Brooklyn, and sites across the 5 boroughs

**Positions Available:** Up to 5

**Job Description:** Students will be part of a team working with Groundswell artists to create large-scale public art in their communities. Each project is led by two professional artists who guide the mural team through the process of learning mural history, developing a design, and painting a mural.

**Qualifications:** No artistic experience is necessary, but applicants should be interested in learning art skills and working as a team. Work activities include group discussions, art workshops, and research. Much of the work is outdoors, physical, and messy!

**Internship Site: Heritage Equity Partners (Real Estate Development)**

**Location:** Williamsburg, Brooklyn

**Positions Available:** 3

**Job Description:** Heritage Equity is looking for three highly-qualified summer interns to work in the architecture, interior design, and business offices (one per office). Students will be involved in the ongoing construction and design of 55 North 10<sup>th</sup> Street, and the planned construction at 25 Kent Avenue. Interns will have the opportunity to learn about ground-up real estate development and contribute to the dynamic changes happening along the Williamsburg waterfront.

**Qualifications:**

For the architecture and interior design positions: Fluency in AutoCAD, interest in developing design skills and principles

For the business office position: Interest in finance and developing skills related to business development

For all positions: professional attitude and behavior, punctuality, attention to detail

**Internship Site: Office of Topography, Manhattan Borough President****Location:** Lower Manhattan**Positions Available:** 1-2**Job Description:** The intern(s) will assist the Topographical Bureau's staff with digitizing, updating and reviewing of the Bureau's Final Section maps which encompass the borough of Manhattan. The project will have the intern using AutoCAD and other relevant computer software.**Qualifications:**

- Very comfortable with AutoCAD
- Ability to work independently on a project
- Responsible and punctual

**Internship Site: Office of Topography, Brooklyn Deputy Borough President****Location:** Downtown Brooklyn**Positions Available:** 1-2**Job Description:** The intern(s) will assist the Topographical Bureau's staff with digitizing, updating and reviewing of the Bureau's Final Section maps which encompass the borough of Brooklyn. The project will have the intern using AutoCAD and other relevant computer software. The intern(s) will also assist staff with other functions of the Bureau such as providing benchmark and monument information to surveyors and interact with the public providing mapping and street status information.**Qualifications:**

- Very comfortable with AutoCAD
- Ability to work independently on a project
- Able to interact with the public
- Responsible and punctual

**Internship Site: Friends of the Brooklyn Queens Connector (BQX)****Website:** [www.bqx.nyc](http://www.bqx.nyc)**Location:** DUMBO, Brooklyn**Positions Available:** 2**Job Responsibilities:**

- Participate in variety of campaign research, outreach and organizing activities
- Design info-graphics and other interesting visuals to tell the story of public transit need along the Brooklyn Queens waterfront
- Assist with office and administrative tasks: including data entry, note taking at meetings, mailings, etc.

**Qualifications:**

- Enthusiasm for BQX streetcar project is a must
- Reliable and responsible
- Helpful and willing to work hard

**Internship Site: Neighborhood Preservation Center****Website:** [www.neighborhoodpreservationcenter.org](http://www.neighborhoodpreservationcenter.org)**Location:** East Village, Manhattan**Positions Available:** 1**Organization Description:** The St. Mark's Historic Landmark Fund is dedicated to preserving and interpreting the St. Mark's Church In-the-Bowery site and sponsoring its Neighborhood Preservation Center project. The Center is a place where the public is welcome to convene, strategize, and exchange information through its programs. The Center has a variety of resources for researchers searching for information about NYC's buildings and heritage including an on-site library & information center, online databases, and on-site or remote research assistance.**Job Responsibilities:**

- Supporting the organization's variety of daily activities including programs, outreach, and administrative duties.

**Qualifications:**

- Interest in historic preservation and non-profit management.
- Attention to detail and organizational skills.
- Ability to cooperate and work as member of a team.
- Computer literacy.

**Internship Site: PortSide New York**

**Website:** [www.portsidenewyork.org](http://www.portsidenewyork.org)

**Location:** Red Hook, Brooklyn

**Positions Available:** 6

**About the Organization:**

PortSide New York is an innovative maritime non-profit that creates waterfront programs in education, culture, job training and resiliency. Our offices and many of our programs are on a historic ship, the MARY A. WHALEN, that is 172 feet long and built in 1938 and that we are restoring. This means our work environment is informal and has a lot of outdoor time. Our ship usually stays at the dock. As of last fall, we have a partner boat, the LOUIS C, 90 feet long, that has its home base with us. The LOUIS C is tied up alongside our ship when not out on a job. Their marine construction and restoration business means that they come and go as do the boats they bring in. They are currently restoring a 100 year old ferry that is tied up to us too. The crew on the LOUIS C are also our partners in restoring the MARY A. WHALEN.

Members of our staff are hands-on. This means our president uses power tools, and staff may be turning a wrench one hour and designing a webpage the next. We work hard and have a high sense of play and strong team spirit. Interns' main job, restoration work, occurs on weekdays. Ideally, interns are also available for an occasional weekend day to help during Tanker Tours when we open the ship to the public.

All interns will be given the experience of using our kayak and rowboat, and will get one harbor tour on the LOUIS C or another partner workboat.

**Job Description:**

We provide training on how to restore highly weathered teak wood and badly rusted steel. Work includes woodwork restoration (scraping, sanding, varnishing) and restoration of exterior steel surfaces (use of chipping hammers and pneumatic tools to bang off rust, sanding, priming, painting). Depending on intern skills, we may give you a special project. For example, an intern last year spoke Creole, so we had her write a profile of a business that exports vehicles to Haiti and interviewed her on video for our digital museum at [www.redhookwaterstories.org](http://www.redhookwaterstories.org)

Job responsibilities include, but are not limited to:

- Physical work described above
- General maintenance work (moving furniture, rope, boats, potable water, garbage)
- Occasional help during public programs on the ship (usually weekend days)