

Archival Research Intern

Division/Unit: Strategic Data	OEM Employee to Supervise Project: Asst. Comm. James McConnell
How many interns: 1	Education Level: Graduate student or senior undergraduate
Background on Project: <p>Preparing for and responding to disasters have always been dramatic features of New York City's history. The topic has been examined in books and articles. However, OEM wishes to better understand the range of original artwork, photographs, maps, and significant documents available to the agency for it to best tell the history of emergency management in the city.</p> <p>Reproductions of these original elements could be important features in the agency's extensive outreach efforts aimed at raising the level of individual, household, business, and institutional preparedness in the city. The agency could use these items in its publications, web pages, and press releases.</p> <p>As part of this research process, OEM is also seeking to identify specific photographs and maps that can be reprinted and displayed in designated areas in the agency's headquarters building in Brooklyn.</p>	
Description of Project / Intern Responsibilities: <p>The intern would research historical artwork, photographs, maps, and significant documents - related to disaster, response, and preparedness in NYC - at the following institutions:</p> <ol style="list-style-type: none">1) The Municipal Archives2) The New York Public Library3) The New York Historical Society4) Other historical repositories including educational institutions5) Online sources <p>The intern will accurately describe pertinent items encountered in the research process and document their provenance.</p> <p>The intern will prepare a summary document which describes the results of the research process and recommends promising courses for subsequent research.</p> <p>The intern would be expected to work approximately fifteen hours per week.</p>	
Requirements / special skills needed: <p>History, Library Science, or Museum Studies graduate student or major preferred. Must be well-organized. Must be able to clearly communicate research findings. Must be able to be self-directed as most of the research will be conducted away from OEM.</p>	