



Sarah Carroll  
Chair

**Job Vacancy Notice #136-2024-00002**

<b>Job Title:</b> Archivist (Grant-Funded)	
<b>Number of Openings:</b> 1	<b>Pay Rate:</b> \$29.00/Hour
<b>Location:</b> 1 Centre Street, 9th Floor North, New York, NY 10007	<b>Schedule:</b> Part Time/3 Days (21 Hours) Week
<b>Post Date:</b> December 5, 2023	<b>Post Until:</b> Filled

**The Agency**

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,900 designated buildings and sites in New York City, most of which are located in 156 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

**The Position**

LPC has been awarded a Certified Local Government (CLG) Grant from the State Office of Historic Preservation to complete the second phase of its digital photo archive project which consists of cataloging and digitizing its remaining collection of designation photographs which are currently available in analog format. Phase one of the project is publicly accessible and located at <https://nyclandmarks.lunaimaging.com/>. This is a temporary grant-funded position that ends no later than September 30, 2025.

**The Team**

The second phase of this project will be carried out within LPC's Research department, which is responsible for the identification, evaluation, documentation and designation of landmarks, interior landmarks, scenic landmarks, and historic districts throughout New York City. The Archivist will work independently and/or collaboratively in small teams alongside Landmarks Preservationists, LPC's Digital Archivist, and under the supervision and guidance of the Director of Special Projects and Strategic Planning, Director of Research, and Deputy Director of Research.

**Your Impact**

The Archivist will have the unique opportunity to facilitate the digitization and preservation of designation photos, making them publicly accessible, reducing internal processing time, and minimizing the risk of physical damage. The project enhances transparency, community engagement, and educational opportunities, aligning with the Landmarks Preservation Commission's agency goals, which support our core mission of designating and regulating historically and architecturally significant buildings and sites throughout the city.



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### **Your Responsibilities**

The second phase of the project will consist of working with the LPC Digital Archivist to ensure proper archival standards for digitization and processing of photographic material. Under supervision of the Director of Special Projects and Strategic Planning, their core duties and responsibilities will include:

- Digitization of LPC's remaining designation photographs: images will be scanned and cataloged according to the protocol developed in Phase I, which will be provided.
- Cataloging of digitized photographs: designation photographs that are missing from the digital collection will be catalogued and joined with relevant metadata.
- Upload of the remaining digital collection to the online archive, ensuring accessibility and searchability
- Preservation of original photographs: analog material will be stored in a secure and climate-controlled environment to ensure their preservation.
- Collaboration with LPC internal staff on digitization workflows and prioritizing preservation efforts for at-risk materials.

### **QUALIFICATION REQUIREMENTS**

- A master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area, plus two years of full-time experience in archival or library science.

### **PREFERRED SKILLS**

- Desire and ability to work in a highly collaborative environment
- Strong organizational and analytical skills
- Attention to detail and superior problem-solving skills
- Aptitude for learning new skills and systems
- Ability to work independently, prioritize assignments across multiple projects, and/or activities, and manage multiple deadlines
- Ability to communicate information and ideas verbally and in writing, and professionally with a high attention to detail and accuracy

### **How to Apply**

Please submit resume and cover letter to: Nadia Anderson [nadanderson@lpc.nyc.gov](mailto:nadanderson@lpc.nyc.gov)

### **Please Note**

- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**