

Job Opening 136-2026-03

<b>Agency Title:</b> Graduate Intern	<b>Salary:</b> \$26 per hour, 14 hours per week.
<b>Location:</b> 114 W 47 <sup>th</sup> St, New York, New York 10036	<b>Schedule:</b> <b>Part-time, 14 hours per week, In person</b> <i>This is a maximum 12-month, grant-funded position.</i>
<b>Post Date:</b> 9/22/2025	<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 38,000 designated buildings and sites in New York City, most of which are located in 157 historic districts across in all five boroughs. LPC's Archaeology department is responsible for assessing whether certain proposed projects affect New York City's archaeological resources. The department makes this determination for work that's subject to environmental review regulations or involves some landmark sites.

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

The Archaeological Repository is a project of the Archaeology Department of the LPC. Opened in 2014, the purpose of the Repository is to curate the city's archaeological collections and to make them accessible to archaeologists, researchers, teachers, students, and the public through <http://www.nyc.gov/archaeology>. Located at 114 West 47<sup>th</sup> Street in Manhattan, the Repository currently houses hundreds of thousands of artifacts from over 38 sites throughout the city and is open by appointment to researchers and scholars.

### Your Responsibilities

Under the supervision of LPC's Director of Archaeology, the Consultant/Graduate Intern will help to incorporate photographs and scanned documents related to the 7 Hanover Square and Stadt Huys Block excavations to make them accessible through <http://www.nyc.gov/archaeology>. They will be trained in how to use the Repository systems. The work will occur in the repository at 114 W 47<sup>th</sup> Street in Midtown Manhattan. Please note that this is a part-time position that is funded for a maximum period of twelve months.

### Qualification Requirements

Candidates must be currently enrolled in a graduate degree program in an accredited college or university in the following areas of study: Anthropology, American History or American Studies.

### Preferred Qualifications

Experience with database maintenance and management;  
Familiarity with New York City archaeological artifacts;  
Ability to work independently;  
Excellent organizational skills.



### **How to Apply**

Please submit resume and cover letter via email to: [asutphin@lpc.nyc.gov](mailto:asutphin@lpc.nyc.gov)

While we appreciate every applicant's interest, only those under consideration will be contacted.

### **The City of New York is an Equal Opportunity Employer**

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.