

2017-18 Jeffe Fellowship

The New York Preservation Archive Project is seeking applications for its Jeffe Fellowship. The goal of this fellowship is to foster the knowledge and experience to help the next generation of preservationists document, celebrate, and preserve the historic preservation movement. The Jeffe Fellow will be asked to assist in a range of ongoing projects and programs, including:

- researching and writing Preservation History Database entries
- assisting with oral history initiatives, including research and archival support
- helping to preserve archival collections
- helping coordinate programs and special events

The fellowship is an opportunity to be immersed in the daily functioning of a small not-for-profit organization. The position requires excellent written and oral communication skills and an ability to collaborate effectively and work independently. The ideal candidate is highly detail oriented, organized, and comfortable with Mac and PC platforms and software, including Microsoft Office and Google Docs. Preferred, but not required, skills include experience with oral history best practices and ethics, familiarity with archival standards and online media, and knowledge of and interest in New York history and historic preservation.

Fellowship Details:

This year-long fellowship (September 2017 through September 2018), comes with an expectation of about 10 hours of work per week. The Jeffe Fellow must be available to work from our New York City offices 1-2 days a week, though much of the work may also be conducted remotely if needed. Compensation is \$14 an hour.

To Apply:

Please send a cover letter, resume, and writing sample to mcoody@nypap.org.

*Founded in 1998, the **New York Preservation Archive Project** is a not-for-profit organization dedicated to documenting, preserving, and celebrating the history of historic preservation in New York City. Recognizing the instructive and inspirational importance of this history to the continued health, success and growth of preservation in our City, the Archive Project hopes to bring these stories to light through public programs, oral histories, and providing public access to information. You can find our oral histories, upcoming programs, and other information on our website www.nypap.org.*

*The **Jeffe Fellowship** was created through special grant funding from the Robert A. & Elizabeth R. Jeffe Foundation. This is the second time the New York Preservation Archive Project has been able to offer this year-long fellowship position. We are immensely grateful for the support of the Jeffes and all that they do to make the Archive Project's important work possible.*