

## INTERNSHIPS AT THE LEAGUE: URBAN OMNIBUS/DIGITAL PROJECT ASSISTANT

Interns work closely with the editors of *Urban Omnibus* in a collaborative work environment and perform a wide variety of tasks, including general support for the Architectural League of New York's programming and activities. We ask that interns work a minimum of 3 days per week and are flexible with their schedule. A 3-month time commitment is required.

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### RESPONSIBILITIES INCLUDE:

- Preparing material for online publication, including layout, editing, and fact checking
- Researching future features and events; staying on top of news feeds and incoming story ideas
- Assisting with administrative tasks such as database management
- Coordinating outreach and audience-building efforts

**Interns are strongly encouraged to write, illustrate, and/or develop pitches for content for *Urban Omnibus* in collaboration with the editors.** Interns are expected to become familiar with all of the Architectural League's programming and to attend League events.

Working for *Urban Omnibus* is a great opportunity to acquire wide-ranging experience in journalism, new media, audio/video production, architecture, and urbanism as well as exposure to curatorial, editorial, and non-profit management.

### QUALIFICATIONS

Applicants must have strong communication, organization, and writing skills and an interest in design, architecture, and urbanism. Experience in writing, editing, graphic design, mapping, or audio/video production is preferred.

Workday hours are flexible but a minimum of three days a week is required. Interns must commit to a minimum of 3 months.

Interns will receive a stipend and unlimited monthly Metro Card during their internship.

The League also supports internships for academic credit.

### APPLICATION

Please **fill out this form** and include a cover letter, current resume, and contact information for two references. A four-page writing sample is required for all applicants.

Applications are accepted on a rolling basis.

Please contact Diatre Padilla, Intern Coordinator, at [padilla@archleague.org](mailto:padilla@archleague.org) for more information.

### ABOUT

*Urban Omnibus* is the Architectural League's online publication dedicated to defining and enriching the culture of citymaking. We explore projects and perspectives in urbanism, architecture, art, policy, and activism – tried and tested in New York City – that offer new ways of understanding, representing, and improving urban life and landscape worldwide.

The Architectural League is a non-profit organization dedicated to advancing the art of architecture, by promoting excellence and innovation and by fostering community and discussion in architecture, urbanism,

and related disciplines. We present the work and ideas of the world's most interesting and influential architects and designers through lectures, exhibitions, and publications, in print and online. We identify and encourage talented young designers through competitions, grants, exhibitions, and publications. And we help shape the future of our built environment by stimulating debate and provoking design thinking about the critical issues of our time.

## **FAQ**

### **What kind of internships do you offer?**

Currently, we offer an ALNY Program Assistant Internship and Urban Omnibus/Digital Project Assistant Internship.

### **What do I need to do to apply?**

[Click here](#) to fill out an application form.

### **When can I apply?**

Applications are received on a rolling basis. Please indicate the desired start time on your application form.

### **Do I need previous experience?**

No previous work experience is required.

### **How many hours do I need to commit a week?**

We require a commitment of 15-20 hours and at least 3 days per week. Workdays are flexible, but interns must commit to a minimum of 3 months.

### **Where is your office located?**

We are located in SoHo, New York City.

### **Is there a stipend?**

Yes, we offer an hourly stipend and monthly-unlimited Metro card.

### **Can I earn college credit?**

Yes, we are happy to work with your institution to fill out any necessary forms for you to receive college credit.