



## **Beverly Willis Architecture Foundation**

Expanding knowledge about women's contributions to the built environment

Research Assistant Internship for Non Profit  
Beverly Willis Architecture Foundation, NYC

The Beverly Willis Architecture Foundation—a non-profit 501(c)(3) research and educational organization whose mission is to expand knowledge about women's contributions to the built environment—is accepting applications for an internship to research both historical and contemporary projects by women architects and designers. For information about the Foundation please visit <http://bwaf.org>.

All internships are unpaid, but can be used for resume-building/volunteer experience. It is possible to receive school credit. Internship hours normally include at least one full day a week (8 hours) for the duration of the fall and/or spring semester(s).

Responsibilities may include, but are not limited to:

- Researching information on past and present women architects and designers and their building sites across the country.
- On-site research at libraries, museums, and historical societies.
- Reviewing and editing online collection entries for format and content.
- Preparing images for website and newsletter using Adobe programs.
- Preparing facts for Social Media outlets such as Facebook, Twitter, and Foursquare.
- Assisting in on-going projects, outreach efforts, and events as needed.

Qualifications:

- Strong research abilities
- Genuine interest and enthusiasm for the research process
- Excellent writing and editing skills
- Knowledge of HTML
- Experience with Mac computers, Adobe programs, and Microsoft Office suite
- A creative team player with a strong attention to detail
- Background or strong interest in architecture and design, art and architectural history, gender/women's studies, and/or American studies.

Additional suggested qualifications:

- Web design experience
- Experience with Wordpress
- Knowledge of/experience with Creative Commons/image licensing
- Understanding of online database structure

Benefits:

- Hands on experience working with a non-profit organization.
- Job/Volunteer experience for resume and possible school credit.
- Access to design professionals and design related events.
- A broader knowledge and understanding of women's contributions to the built environment.

Please e-mail a cover letter and resume of no more than 2 pages to [info@bwaf.org](mailto:info@bwaf.org). Interview required in-person or by telephone. Internship can begin immediately. No phone calls please.