

NYC SUMMER INTERNSHIP PROGRAM 2008

PARKS & RECREATION-051

Monuments Conservation Projects Coordinator
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New York, NY 10065

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AGENCY DESCRIPTION

Parks and Recreation is a public agency which employs over 4,000 employees (11,000 at the summer peak) Its principal mission is to keep the parks, playgrounds, and sitting areas clean and safe, while developing the City's recreational opportunities by offering quality facilities, programs, and events to meet the needs of all New Yorkers.

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 4,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage four major stadia, 550 tennis courts, 54 public pools, 48 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches; we care for 1,200 monuments and 22 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as the Easter Eggstravaganza, the Great Halloween Party, the Bocce and Beach Volleyball Tournaments, and Green-Up Day. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The Citywide Monuments Conservation Program conserves and maintains public works of art throughout the five boroughs of New York City. It was started in 1997 to augment City services with an in-house team of professional technicians, supervised by a consulting conservator. This team is under the guidance of Parks & Recreation/Art & Antiquities and receives funding through private donations. The objective of the Monuments Conservation Program is to provide long term conservation and maintenance for the more than 1300 monuments and public sculpture located on park land throughout all five New York City boroughs.

The collection of Parks & Recreation is the greatest public outdoor art museum in the United States, representing prominent sculptors from the 19th century to contemporary times. The breadth of the collection is matched by the artistic heights of individual works; most are intended as permanent reminders of events and people that have shaped our city, the nation and the world.

POSITION TITLE

Projects Coordinator

INTERNSHIP RESPONSIBILITIES

nyc.gov/internships

The monuments projects coordinator will serve as a liaison between central office administration and outdoor field operations, archiving current projects and assisting the scheduling and timekeeping of fellow interns. Responsibilities include a wide range of administrative duties, research duties and bookkeeping. In addition the projects coordinator will lend administrative support to the Monuments Coordinator and to the Director of Arts & Antiquities.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Candidates should have excellent administrative skills, writing and research ability; should be well organized, yet flexible and able to manage multiple tasks. Knowledge of sculpture conservation and/or historic preservation is preferable. This position may be applied toward college credit.

APPLICATION PROCESS

Send your cover letter and resume to Leslie Nusblatt see email address above.

SALARY RANGE

\$11/hr

ADDITIONAL INFORMATION / COMMENTS

This is 40 hour a week paid position, Monday through Friday beginning Wednesday, May 28 through Friday, August 22.