

**Civil Service Title: Community Associate**

**Office Title: Monuments Assistant**

**Salary: \$18 - \$23/hour**

**Duration: This is a seasonal 6 month position beginning November 2009.**

**Work Location: Arsenal, Manhattan**

**Number of Positions: 1**

Parks & Recreation's Art & Antiquities division maintains 791 monuments and artworks, organizes exhibitions of contemporary art at sites across the city and shows in the Arsenal Gallery, and produces historically –based content for the agency.

### **MAJOR RESPONSIBILITIES**

- Under general supervision, with latitude for independent initiative and judgment, perform difficult and responsible work for the Art & Antiquities division.
  - Assist the Director of Art & Antiquities and Monuments Coordinator on a variety of tasks and projects relating to permanent public art and monuments.
  - Create and update daily maintenance reports.
  - Update and report monthly statistics for Mayor's Management report.
  - Assist with special projects including purchasing, storage inventory, photographic documentation, site mapping (GIS) and revision of monuments guidelines.
  - Update web content and catalogue art books collection.
  - Answer public inquiries and maintain monuments database and update catalog entries.
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### **QUALIFICATION REQUIREMENTS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above.
2. Education and/or experience which is equivalent to "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

### **PREFERRED SKILLS/QUALIFICATIONS**

1. Bachelor's degree or Masters in related field.
2. Strong writing, verbal and negotiations skills.
3. Familiarity with contemporary art, art history and art handling.
4. Proficiency in Microsoft Office suite.
5. Valid New York State driver license.

**To apply, please submit resume and cover letter by 10/19 to:**

**Jonathan Kuhn, Director of Art & Antiquities**

**City of New York/Parks & Recreation**

**830 Fifth Avenue,**

**New York, NY 10021**

**Email: [jonathan.kuhn@parks.nyc.gov](mailto:jonathan.kuhn@parks.nyc.gov)**

**[www.nyc.gov/parks](http://www.nyc.gov/parks)**

**THE CITY OF NEW YORK**

**AND**

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RECREATION**

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**Telecommunications Device for the Deaf: (800) 281-5722**