

Civil Service Title: Community Associate

Office Title: Public Art 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.
- Provide general assistance to the Public Art Curator with a wide range of tasks.
- Visit public art sites and meeting with Public Art Curator.
- Maintain Public Art archive including all digital images.
- Help with the implementation of Temporary Public Art license agreements.
- Maintain of Public Art chronology.
- Assist with gallery exhibition installations, mailing and receptions.

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

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New York, NY 10021

Email: jonathan.kuhn@parks.nyc.gov

www.nyc.gov/parks

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