



CITYWIDE MONUMENTS CONSERVATION PROGRAM  
NYC DEPARTMENT OF PARKS & RECREATION

The Arsenal  
Central Park  
New York, New York 10065

**MONUMENTS PROJECTS COORDINATOR  
SUMMER 2010 INTERNSHIP**

The Citywide Monuments Conservation Program and New York City Parks & Recreation, Art & Antiquities Department, seek an office intern to coordinate monuments conservation and maintenance projects during the 2010 summer season. This is 40 hour a week position, Monday through Friday beginning Monday, May 24 through Friday, August 20, 2010.

The Citywide Monuments Conservation Program conserves and maintains public works of art throughout the five boroughs of New York City. Program participants will gain knowledge of the breadth of the public sculpture collection, its history and conservation needs. The monuments projects coordinator will serve as a liaison between central office administration and outdoor field operations--writing reports, archiving current projects and assisting the scheduling and timekeeping of fellow interns. Responsibilities include a wide range of bookkeeping duties, research duties and purchasing. In addition the projects coordinator will lend administrative support to the Monuments Conservators and to the Director of Arts & Antiquities.

This is an excellent opportunity to learn about outdoor sculpture conservation with experienced staff in an award-winning program in New York City. The season will also include bi-weekly educational visits (which may include a bronze foundry, granite quarry, and museum conservation lab). Candidates should have excellent administrative skills, writing and research ability, and computer skills, and 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.

**Please send cover letter and resume by Monday, February 22, 2010 to:**

ArtandAntiquities@parks.nyc.gov  
Subject: Monuments Projects Coordinator Internship 2010

To apply via mail, please send a resume and cover letter to:

Art & Antiquities  
Attn: Monuments Projects Coordinator Internship 2010  
830 Fifth Avenue  
The Arsenal, Central Park  
Room 20  
New York, NY 10065

Interested candidates are encouraged to apply early.