

2012 NYC SPRING INTERNSHIP PROGRAM

PARKS & RECREATION-012

Art & Antiquities
830 Fifth Avenue
New York, NY 10065

Contact: Leslie Nusblatt
Phone: (212) 360-8257
Fax: (212) 360-8263
Email: Leslie.Nusblatt@parks.nyc.gov

AGENCY DESCRIPTION

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 5,000 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 five major stadia, 600 tennis courts, 66 public pools, 51 recreational facilities, 17 nature centers, 14 golf courses, and 14 miles of beaches; we care for 800 monuments and 23 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 WinterJam, Adventures NYC, the Pumpkin Festival and several others. 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

Parks & Recreation's Art & Antiquities Division maintains over 800 monuments and artworks, organizes temporary exhibitions of contemporary art at sites across the city and shows in the Arsenal Gallery, responds to research queries from scholars and the general public, and produces historically-based content for the agency.

POSITION TITLE

Historian/Art & Antiquities Assistant

INTERNSHIP RESPONSIBILITIES

- Internship responsibilities include a wide range of duties focused on research and writing. These may include:
- Responding swiftly and thoroughly to research inquiries from the public as well as other Parks' offices
 - Researching and writing thematic subject histories for Parks' website (published 2 times each month)
 - Updating Parks' historical web content
 - Managing the Art & Antiquities as well as the Historian subject files (including the index of subject folders)
 - Researching and writing historical interpretive signs; fact-checking, proofing, editing, and updating existing signs
 - Assisting with monuments catalog updates
 - Conducting the oral history project
 - Completing the Historic Reference Guide for Parks history researchers
 - Assisting with grant submissions for preservation and arrangement of Parks' historical resources
 - Providing administrative support to the Monuments Conservators, the Public Art Coordinator and to the Director of Arts & Antiquities

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Good research and writing skills
Well organized and detail oriented
Interest in art and history

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

This is an excellent opportunity to learn about New York City history, its outdoor sculpture collection, and city government. This position may be applied toward college credit and may be extended for two terms.