



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 560860

**Office Title:** Puppeteer

**Civil Service Title:** Puppeteer **Title Code No:** 60414 **Level:** NA

**Salary:** \$41,660 - \$47,909

**Number of Positions:** 1 **Work Location:** Swedish Cottage, Manhattan

The Swedish Cottage Marionette Theatre, programmed by the City Parks Foundation (CPF), presents original marionette productions throughout the year and is located in Central Park. The touring CityParks PuppetMobile, brings free performances to parks and recreation centers year-round. The performing ensemble is comprised both of CPF and Parks employees. CPF is a non-profit organization that produces arts, sports and educational programs for kids and adults in parks throughout New York City in partnership with Parks & Recreation.

### Major Responsibilities

- Under supervision, construct puppets, marionettes, related props and stage material.
- Perform dramatic marionette performances utilizing voice and imagination skills.
- Work with the Artistic Director and Director of Public Programs for the Marionette Theater to staff assignments for tours.
- Assist the Artistic Director in development and implementation of workshops and residencies.
- Give marionette performances as part of an ensemble company, both at the Cottage and on the PuppetMobile.
- Help to maintain all puppets, props and scenery for the Cottage and the touring company.
- Provide support in organizing educational puppetry workshops held in parks and recreation centers.
- Prepare and set-up performances and submit detailed reports along with descriptive summaries of performances, workshops and residencies at all touring venues.
- Serve as crew chief on the road and stage manager at cottage when needed and production assistant in all summer kids performances.

### Qualification Requirements

1. A baccalaureate degree issued upon completion of a four-year course in an accredited college or university, including or supplemented by 18 credits in dramatics, crafts or related art fields; or
2. Graduation from an accredited, professional art or dramatic school and two (2) years of recent, satisfactory, paid experience as a puppeteer or in a related art field; or
3. Graduation from a senior high school and three (3) years of recent, satisfactory, paid experience as a puppeteer or in a related art field; or
4. A satisfactory equivalent.

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 within 90 days of hire for all other candidates.

### Preferred Skills/Qualifications

1. Background in the performing or fine arts.
2. Experience or aptitude as a marionette puppeteer (both indoors and outdoors).
3. Excellent communication and organizational skills.
4. Ability to work well in an ensemble.
5. Strong knowledge of Microsoft Office.
6. Teaching experience in the arts or crafts.
7. Must be able to work a flexible schedule, including nights and weekends.
8. Valid New York State driver license and comfortable driving in New York City.

**Vaccination Requirement:** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

### How to Apply

#### Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Careers and search for **Job ID# 560860**. Do not access **ESS** using [nyc.gov/ess](https://nyc.gov/ess) from a Parks computer.

#### Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to [nyc.gov/ess](https://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Careers and search for **Job ID# 560860**.

Include your ERN and **Job ID# 560860** on your cover letter and resume.

### All other applicants:

Click here to apply: [Puppeteer](#) OR

Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 560860**.

**POST DATE: 11/18/2022**

**POST UNTIL: 12/16/2022**

**NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.**

[nyc.gov/parks](https://nyc.gov/parks)

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115