



Office of the Mayor

Public Design Commission

Position Title: Public Design Intern
Job ID Number: 46043
Education Level: Graduate

The Public Design Commission is seeking an intern to assist with the PDC's review of projects and implementation of special initiatives that advocate for excellence and innovation in the public realm.

About the Office:

Established in 1898, the Public Design Commission reviews architecture, landscape architecture, and works of art on City-owned property. Projects include construction or restoration of structures, such as libraries, fire stations, and bridges; creation or renovation of parks, playgrounds, and plazas; installation of lighting and other streetscape elements; and the design, installation, and conservation of artwork. The Commission holds monthly hearings to review projects, which are primarily submitted by City agencies. There are 11 Commissioners, who serve pro bono, and five full-time staff members. The Commission also acts as caretaker and curator of the City's public art collection and maintains an extensive archive documenting the history of New York City's public works, which is frequently used by historians, students, and other City agencies. The Commission is an advocate for excellence and innovation in the public realm, ensuring the viability and quality of public programs and services throughout the city for years to come.

About the Role:

The internship will provide exposure to civic design excellence and the PDC's review of projects. The intern will work directly with the Executive Director, and under her guidance, assist with special initiatives such as the Annual Design Awards, and Industry Stakeholder Talks. The ideal candidate is interested in civic design and architecture, art, and culture. They are curious, detail oriented and organized. They will be involved in a wide variety of tasks and be exposed to the Public Design Commission's wide purview over capital projects built on city land.

Responsibilities include but are not limited to:

- Under general direction, assist with the management of Public Design Commission's review of projects and special initiatives.
- Assists the Executive Director with giving and creating presentations, and organizing industry stakeholder conversations.
- Helps compile materials and produce graphic and written deliverables for public design initiatives and reports.
- Assist in the production of support materials for meetings and functions, events, and any required logistics.
- Assist in administration and logistics for the PDC monthly review meetings, interfacing with the public, managing audio-visual equipment, and general event responsibilities.

