



## Public Design Commission

**Position Title:** Intern

**Job ID Number:** 48417

**Education Level:** Undergraduate, Graduate,

The Public Design Commission of the Mayor's Office 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.

### The Agency You'll Join:

The New York City Mayor's Office is responsible for overseeing city services throughout the five boroughs, coordinating public agencies and departments, and managing public property. The administration is leading the fight in making the city more affordable, reducing inequality, improving public safety, ensuring delivery of efficient and effective services, and working to make New York City's economy stronger. We value leadership, transparency, fairness, and efficiency as we actively seek diverse talents from various sectors to join our team.

### The Team You'll Work With:

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.

### The Problems You'll Solve

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 PDC's social media strategy including content creation, PDC Project Review Roadmap, and Visualization of Design Values. 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 PDC'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 creating presentations and organizing industry stakeholder conversations.
- Helps compile materials and produce graphic and written deliverables for PDC’s social media, 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.

## About You

- Bachelor’s Degree and 3+ years of experience
- Graduate Degree in relevant field is preferred, but not required, and may be replaced for years of experience.
- Outstanding organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, work independently, and work well under pressure.
- Excellent written, verbal, and interpersonal communication skills
- Proficiency in Microsoft Word, Excel, MS Outlook/MS Teams, Power Point
- Knowledge of graphic Adobe Software such as Illustrator, InDesign, and Photoshop *preferred, but not required.*
- Experience within the Design Industry *preferred, but not required.*
- College Student candidates must be enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

## Salary

Undergraduate College Students:      \$17.75 per hour  
 Graduate Students:                              \$18 per hour

**To Apply Select: [2026 Summer Internship Program Application](#)**

## Equal Opportunity | Diversity Equity & Inclusion Statement

The Office of the Mayor is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Office of the Mayor values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcome to apply.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by EEO at [EEO@cityhall.nyc.gov](mailto:EEO@cityhall.nyc.gov).

## **New York City Residency Is Required Within 90 Days of Appointment**