Public Design Commission
Inventory Assistant (Part-Time)
Job ID Number: 19110

About the Office:
Established in 1898 as the Art Commission, the Design Commission reviews works of art, architecture, and landscape architecture proposed on or over City-owned property. Projects include construction or restoration of civic buildings such as museums and libraries; creation or renovation of parks and playgrounds; installation of lighting and other streetscape elements; and installation and conservation of artwork. The Commission maintains an extensive archive that documents the history of New York City's public works and is frequently used by historians, students, researchers, and City agencies.

About the Role:
The Commission seeks to hire two Inventory Assistants to complete a grant funded inventory project. The Inventory Assistants will inventory, re-folder, and perform data entry for approximately 160 cubic feet of records from the Design Commission Archive.

These are part-time, temporary, grant-funded positions. Applicants must be able to commit to a total of 384 hours (16 hours per week for approximately 24 weeks), working approximately three days per week at a rate of $21 per hour. The project will begin on September 4, 2017 and must be completed by April 30, 2018.

Responsibilities:
Inventory Assistants will be required to:
- Perform archival tasks, including re-foldering records, labeling folders, and re-housing loose photographs as needed, at a rate of approximately 1.5 hours per cubic foot.
- Complete data entry in a Microsoft Access database for each folder at a rate of 3 hours per cubic foot.
- Track work progress and rate for reporting purposes.

Qualifications:
Successful candidates will have the following qualifications:

- Bachelor's or Master's degree in information management, library science, archives, or museum studies preferred.
- Ability to work effectively and efficiently with minimal supervision.
- Experience handling archival materials.
- Working knowledge of word processing, spreadsheet, and database software. Proficiency working with Microsoft Excel and Access is preferred.
- Familiarity with and ability to use Windows operating systems.
- Commitment to completing the project by April 30, 2018 working no more than 16 hours per week (a total of 384 hours).
- Ability to lift 40 pound boxes.

Salary: Commensurate with experience.
To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers