

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title:	Associate Project Manager, Community Partnerships and Public Art
Job Status:	Part-Time
Department:	Administration
Location:	200 Liberty Street, NYC 10281
Salary:	\$16.00 - \$20.00 per hour
Additional Info:	Flexible Hours

POSITION SUMMARY:

The Associate Project Manager, Community Partnerships and Public Art is responsible for providing critical administrative support to new projects and on-going work that link resources managed by Battery Park City Authority to constituents, including people who live, work or go to school in the area and first-time visitors attracted by audience outreach initiatives.

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

Under the supervision of the Director of Community Partnerships and Public Art, the Associate Project Manager will research and develop documentation about BPCA public resources, for example the public art collection and cultural and educational initiatives. The Associate Project Manager will prepare for meetings with partnership groups including scheduling, preparing agendas and presentations, and carefully documenting discussions.

ESSENTIAL FUNCTIONS:

Public Art 40%

Assist administratively with BPCA's stewardship of its large late-20th and 21st Century public art collection, including supporting the development of public and internal resources pertaining to the artists and their work. Provide administrative support to temporary art research, documentation and procurement, including invoice processing, communicating with artists, drafting policies and procedures, and researching potential new installations.

Community Partnerships 40%

Assist administratively with BPCA's partnerships with community organizations (e.g., museums, performance groups, special population organizations, public schools, and colleges). This may include research, correspondence, meetings, procurement, and payment processing under tight deadlines.

As a representative of Community Partnerships and Public Art, daily work will include speaking and interacting with people from diverse professional and personal backgrounds.

Other duties as assigned 10%

EDUCATION AND EXPERIENCE:

- A Bachelor's degree is required
- Strong interest in serving the public
- Ability to focus on details and expedite multiple projects concurrently

SKILLS:

- Organized, reliable, strong attention to details, flexible, ability to multitask
- Excellent verbal and written communication
- Careful reader and writer

COMPETENCIES:

- Flexibility to work in a small, busy department within a diverse New York State agency
- Ability to communicate well in person, via telephone and in person with a variety of professionals
- Fluency in Microsoft Office Suite

Please submit cover letter and resume to: HR@bpca.ny.gov

Battery Park City is an Equal Opportunity Employer and embraces Diversity in the Workplace.