



**NYC School Construction Authority  
College Internship Program**

**Public Arts for Public Schools Internship  
Summer 2021 & Year Round Program**

**Employer Name:** NYC School Construction Authority (SCA)  
30-30 Thomson Avenue  
Long Island City NY 11101

**Overview:**

The New York City School Construction Authority (SCA) is a public sector entity, responsible for building new public schools and managing the design, construction and renovation of capital projects in New York City's more than 1,200 public school buildings.

Our mission is to design and construct safe, attractive and environmentally sound public schools for children throughout the many communities of New York City. We are dedicated to building and modernizing schools in a responsible, cost-effective manner while achieving the highest standards of excellence in safety, quality and integrity.

**Job Description:**

Public Art for Public Schools, a unit of the NYC School Construction Authority, oversees the Department of Education's collection of permanent artwork in the city's schools.

The intern will be involved in all aspects of Public Art for Public Schools programs. The intern will assist with collection research, database maintenance, artist research, general administrative tasks, office support, and inspection of artworks at schools. The ideal candidate should be highly organized, a self-starter, and have excellent research skills. The position is ideal for candidates interested in art history, public art, and/or conservation.

**Program Schedule:**

Program participants are permitted to work up to 20 hours per week during the fall and spring semesters and up to 37.5 hours during the winter intercession (during January) and summer (June-August). Interns may work any day from Monday through Friday generally between the hours of 8:30 am-5:00 pm.

**Salary:**

\$ 17.5 per hour for graduate students

**Position Requirements:**

- Local part-time or full-time Graduate student enrolled in an accredited Graduate Degree program for art history, public art, and/or conservation.
- Candidates must possess strong knowledge of MS Word and MS Excel.
- Good verbal and written language skills are important.
- Cumulative 3.0 or above grade point average.
- Applicants must be able to present unexpired original documentation to show identity and employment authorization to work in the United States.

**Required Materials Include:**

- Resume
- Cover Letter
- Official Transcript detailing coursework to date
- Official Registration (bursars receipt)
- Class Schedule

**Application Deadline:**

Application documents will be considered on an ongoing basis until April 16, 2021..

**To be considered, please forward the required materials to:**

**Ruby Saake**, Internship Manager  
NYC School Construction Authority  
30-30 Thomson Avenue, Long Island City, NY 11101  
**Phone:** (718)752-5047  
**Email:** SCAINTERNSHIPS@nycsca.org