

Long Island City Partnership, LIC Arts Connection Intern

The Long Island City Partnership (LICP) seeks an intern with a background or interest in placemaking, urban studies, arts administration or a related field to support the work of the Department of Planning and Development. The intern will work closely with Department staff to implement Phase 2 of LICP's LIC Arts Connection initiative.

LIC Arts Connection is an innovative, multi-site community arts initiative that builds non-traditional partnerships between public and private owners, local businesses, employees, students, residents and artists. The goal is to connect LIC's community, both physically on foot and socially through access to arts and culture. This initiative is part of LICP's larger portfolio of work towards connecting LIC's vibrant mixed-use community. Read more about LICP, LIC Arts Connection, and view Phase 1: 2018-19 projects at www.licqns.com/LICArtsConnection

Time commitment: 4 - 6 months; 20 hours per week maximum, Monday through Friday.

Hourly Pay: \$15.00

Duties include assisting with:

- Tracking and responding to submissions from call for artists;
- Conducting art installation site visits, recording site features, researching jurisdiction data;
- Coordinating with public and private site owners;
- Coordinating with selected artists/designers and volunteers in public art installation;
- Preparing materials for meetings, recording discussions, follow-up correspondence;
- Preparing both narrative documents as well as presentations with images, graphics and/or maps; and
- Supporting planning and development staff for other projects & activities as needed.

Qualifications:

- Team player with strong organizational skills and ability to prioritize and meet deadlines in a timely fashion;
- Practices a comprehensive approach, thorough in all work tasks and excellent attention to detail;
- Excellent writing and communication skills;
- Interest in cultural placemaking, public art, urban studies and open space planning;
- Enthusiastic and eager to be involved in all aspects of planning projects;
- Proactive in asking questions when work path is unclear;
- Prior experience working with community groups, local organizations and/or cultural entities;
- Proficiency with Microsoft Office products, including Word, Excel and PowerPoint required;
- Finishing Senior year in undergraduate work or currently enrolled in graduate level coursework or equivalent work experience

How to apply:

Please send resume with cover letter to CChavez@licpartnership.org. Specify "LIC Arts Connection Intern" in the subject line.

LIC Partnership is an Equal Opportunity Employer and is committed to workplace diversity.

About the Long Island City Partnership

LIC Partnership (LICP) is the local development corporation for Long Island City (LIC). Our mission is to advocate for economic development that benefits the area's industrial, commercial, tech, cultural, tourism, and residential sectors. The goal is to attract new businesses to LIC, retain those already here, welcome new residents and visitors, and promote a vibrant and authentic mixed-use community. Among other efforts, we operate the Long Island City Business Improvement District (LICBID) and LIC Industrial Business Zone (LICIBZ), providing business services and assistance. For more information on the organization and LIC, see licqns.com.

LIC Arts Connection is made possible by the New York State Council on the Arts under Governor Andrew M. Cuomo's Regional Economic Development Council Initiative. Additional support is provided by The New York Community Trust.