



Public Art Fund ("PAF"), New York's leading presenter of contemporary art in public spaces, seeks a temporary **Site Superintendent** to join its Creative Partnerships Department.

The Site Superintendent's primary responsibility is to support the successful completion of large-scale artwork installations at JFK airport. The Site Superintendent participates in overseeing project quality, scheduling, and communications with the consultants in the field and addresses constructability issues in real time. Frequent travel to the project site is required. This position reports to the Senior Program Manager, working closely with PAF's Creative Partnerships and Project Management teams.

Essential Functions

- Review and assess installation timelines, worksite safety plans, and maintenance requirements for site specific works
- Assist with managing job site logistics, quality, and schedule for assigned projects from pre-construction to closeout
- Work collaboratively with PAF staff, project team members, contractors, site partners, and field representatives
- Represent PAF in a professional manner

Responsibilities

- Develop and present daily reports including site installation images and construction narratives
- Support the management of the field and project teams collaboratively; coordination of gallery/studio and PAF project manager with subcontractors
- Establish and maintain positive and effective relationships and communication with client, construction manager, project team, consultants/architect/engineers, subcontractors, adjacent community, trade unions, governmental agencies
- Participate in the review of all project documents for constructability and content, including shop drawings as necessary
- Maintain and update project records including RFIs and as-builts
- Serve as primary on-site representative for logistics and field coordination including: scheduling, timeline management, supervising installation crews, coordinating with project managers, building and subcontractor inspections, deliveries and load-in
- Conduct and/or attend foreman meetings, pre-task meeting, safety meetings and project staff meetings
- Assist with enforcing a site-specific emergency action plan for assigned projects in collaboration with the Project Manager and gallery/studio
- Assist with the onsite workforce management, tracking production and performance

Desired Skills and Qualifications

- Minimum of three to five (3-5) years professional experience in arts project management, exhibition organization, art fabrication and installation, or other relevant experience in the field



- Must be able to work primarily on-site for extended periods of time while Public Art Fund installations are underway and maintain effective and timely communications with colleagues and partners in other locations
- Experience working with artists, fabricators, art installers and managing outside contractors; knowledge of art fabrication methods and processes
- Strong organizational skills and attention to detail; capability to prioritize and manage multiple tasks simultaneously; ability to work collaboratively as part of a team
- Strategic and creative thinker, and ability to problem solve
- Competency with Microsoft Office Suite, G-Suite, and project management software
- Ability to work flexible hours, potentially 7am - 3pm with some weekends; ability to travel for work as needed (primary location will be at the project site in Queens)
- Excellent verbal and written communication skills
- Candidates must have an understanding of the construction industry, job site safety requirements, planning and scheduling, building trades and sequence of work, plans and specifications and relevant technology
- Key competencies are initiative, communication, teamwork, and dependability

Physical Demands

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodations, to successfully perform the essential functions of this job. While performing the duties of this job the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.

The Site Superintendent is regularly required to:

- Walk, climb stairs, sit, and stand
- Talk and hear at normal levels
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus
- Reach with hands and arms
- Use hands and fingers to operate tools and other business machines
- Lift and/or move up to 50 lbs

Additional Requirements

Must be able to complete: background check, SWAC membership, OSHA Construction Certification and on-site safety training as required.



This is a temporary, full-time position from May - November 2025. Compensation is \$60,000 for the duration of the contract plus health insurance benefits.

To Apply

Please email a short cover letter detailing your fit for this position and résumé as attachments to hr@publicartfund.org. Indicate the job title "**Site Superintendent 2025**" in the subject line.

Public Art Fund: Creative Partnerships

Public Art Fund has presented dynamic exhibitions by the world's most compelling and significant artists in New York City and beyond for more than 40 years. These projects set the standard for excellence in the field, giving urban space new meaning, while engaging diverse audiences and making culture accessible to all. In addition to this core program, Public Art Fund also offers consulting services that bring strategic planning, curatorial, and project management expertise to the world's leading cultural institutions, corporations, and civic organizations through **Public Art Fund: Creative Partnerships**. Amplifying the impact of our partners' own initiatives, Public Art Fund commissions permanent installations and temporary exhibitions in line with the unique vision of its partners and the specific parameters of each site, resulting in new artworks that activate public spaces and create engaged constituencies through the power of public art.