

**NYC OFFICE OF THE MAYOR  
PUBLIC DESIGN COMMISSION OF THE CITY OF NEW YORK**

**CITY HALL TOUR DOCENT**

**Organization Profile:**

Established in 1898, the Public Design Commission reviews architecture, landscape architecture, and works of art on City-owned property. Projects include construction or restoration of structures, such as libraries, fire stations, and bridges; creation or renovation of parks, playgrounds, and plazas; installation of light and other streetscape elements; and the design, installation, and conservation of artwork. The Commission holds monthly hearings to review projects, which are primarily submitted by City agencies. There are 11 Commissioners, who serve pro bono, and six full-time staff members. The Commission also acts as caretaker and curator of the City's public art collection and maintains an extensive archive documenting the history of New York City's public works, which is frequently used by historians, students, and other City agencies. The Commission administers the tour program of New York City's historic City Hall with the intent of increasing public access to and knowledge of the building. The Commission is an advocate for excellence and innovation in the public realm, ensuring the viability and quality of public programs and services throughout the city for years to come.

**Job Description**

- Tours of City Hall are given on weekdays by reservation and are offered free of charge.
- The tour of City Hall includes a discussion of the building's history and architecture.
- Included in the tour are the landmark rotunda and dome, City Council Chambers, and the Governor's Room, a museum and reception room that houses one of the most important collections of 19<sup>th</sup> century American portraiture and historic furnishings.
- The PDC is expanding the tour program to include diverse narratives that are representative of New York City's communities.
- Tour participants can range from school-age children to tourists to local NYC residents.
- Each tour docent is required to volunteer a minimum of three hours per week.

**Qualifications/Requirements:**

- Have knowledge of or interest in architecture and architectural history, New York City history, and/or early-American history
- Have knowledge of or interest on the impact that underrepresented communities have had on lower Manhattan and City Hall
- Ability to speak loudly and clearly and convey tours in an engaging and animated fashion

If selected, the docent will be asked to study and learn the provided tour information and participate in several supervised training sessions, including attending two tours, before leading a tour on their own. The selected docent will have a three month probationary period.

**To apply**, send a resume and cover letter to: [designcommission@cityhall.nyc.gov](mailto:designcommission@cityhall.nyc.gov)

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