

## COMPANY SUMMARY

Empire State Realty Trust, Inc. (NYSE: ESRT) is a NYC-focused REIT that owns and operates a portfolio of modernized, amenitized, and well-located office, retail, and multifamily assets. The company is the recognized leader in energy efficiency and indoor environmental quality. ESRT's flagship Empire State Building – the “World's Most Famous Building” – includes its Observatory, Tripadvisor's 2023 Travelers' Choice Awards: Best of the Best the #1 attraction in the US for two consecutive years. As of September 30, 2023, ESRT's portfolio is comprised of approximately 8.6 million rentable square feet of office space, 0.7 million rentable square feet of retail space and 727 residential units. More information about Empire State Realty Trust can be found at [esrtreit.com](http://esrtreit.com) and by following ESRT on Facebook, Instagram, TikTok, X, and LinkedIn.

The dedicated team at ESRT is a collection of diverse individuals with a shared passion for excellence and a keen eye toward future growth. Headquartered in New York City, we harness the energy of the city in everything we do. We care for one another, work hard, and have a lot of fun doing it! We are Certified™ as a Great Place to Work® by the global authority, Great Place to Work®, on workplace culture, employee experience, and leadership behaviors. We prioritize and invest in the health and wellness of employees to attract, develop, and retain top-tier talent. ESRT values continuous employee development and encourages colleagues to excel in their roles and adapt to emerging business needs. From our crown jewel, The Empire State Building, to incredible buildings modernized for the 21st century, to outstanding customer service, and our decade-long leadership position in sustainability and energy efficient portfolio that is 100% fully powered by renewable wind electricity, we take pride in our work. ESRT seeks an equally passionate colleague to join the team, understand the vision and help achieve that vision.

## POSITION SUMMARY

We are currently seeking a **Project Management Summer Intern** who will be responsible for assisting the team with planning, budgeting, scheduling, and executing construction projects.

## RESPONSIBILITIES

- Actively engaging with a diverse group of internal teams and external partners.
- Contributing to the successful completion of critical lease and design/construction timelines.
- Managing Capital Improvement (Capex) and Tenant Installations (TI work) projects.
- Supervising the Design, Planning, budgeting, and Pre-construction of Capex / TI Projects.
- Participating in the design development and logistics planning of construction projects.
- Drafting tenant communications regarding meetings, notices, and change order accounting.
- Overseeing project execution, field inspections, and permit filing/compliance/closeout.
- Supervising competitive bidding, contract administration, and department compliance.
- Administrating MWBE and ICAP programs to award projects to underserved businesses.

## REQUIRED SKILLS

- Procore, Bluebeam, Office Project, Office Suite, Excel, and Yardi Accounting Suite.
- Focused, detail-oriented, and resourceful approach to problem-solving and meeting deadlines.
- Self-directed with a high level of initiative, a positive 'can do' attitude, and ability to work independently and in a fast-paced environment.

- Concise verbal and written communication skills.
- Ability to organize and prioritize tasks as needed complete within the identified time frame and/or deadline.
- Strong time management skills and experience managing multiple tasks simultaneously, reliably meeting tight deadlines.

## EDUCATION & EXPERIENCE

- A Junior enrolled in a four-year undergraduate Engineering or Construction Management program in the graduating class of 2025 is preferred.

## WHAT YOU CAN EXPECT

At ESRT, like our tenants, our employees come from everywhere. We foster a richly diverse work environment that captures top talent and cultivates the best ideas. By focusing on inclusion and celebrating our differences, we create even greater value — in business practices, relationships, and employee engagement. As an Equal Opportunity Employer, we are committed to maintaining a diverse, inclusive and equitable work environment where our employees can thrive. In addition, ESRT employees embody our Company Culture & Success Factors -

- **Adaptable** – you are a self-starter who’s able to quickly digest and execute new processes to work both collaboratively and independently.
- **Dynamic** – you are solutions-oriented, aim to improve processes and implement efficiency, and offer insightful feedback to improve ESRT.
- **Dependable** – you take a strong sense of ownership and accountability over your work.
- **Passionate** – you keep up with industry trends and are excited about the potential to propel the industry forward with a “roll-up-your-sleeves” attitude.
- **Curious** – you consistently look for new ways to work smarter, not just harder.
- **Ethical** – you treat others with respect, and embrace and contribute to a culture of diversity and inclusion.
- **Positive** – you possess a service-oriented attitude with excellent follow through.

## WELL-BEING

- 40-hour work week, paid at a rate of \$22.50 p/h
- A challenging, exciting, and meaningful 10-week experience
- Networking opportunities to get to know fellow interns and key leaders throughout ESRT
- An individual project to be presented to executive leadership
- Company sponsored lunches with leadership and outings
- Tour of the Empire State Building Observatory
- Summer Friday Early Release