

# NYC FALL INTERNSHIP PROGRAM 2009

## PARKS & RECREATION-17

Historic House Trust  
Wyckoff Farmhouse  
Brooklyn, NY

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### **AGENCY DESCRIPTION**

Parks and Recreation is a public agency which employs over 4,000 employees (11,000 at the summer peak). Its principal mission is to keep the parks, playgrounds, and sitting areas clean and safe, while developing the City's recreational opportunities by offering quality facilities, programs, and events to meet the needs of all New Yorkers.

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 4,000 individual properties ranging from Yankee Stadium and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds; we manage four major stadia, 550 tennis courts, 65 public pools, 51 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches; we care for 1,200 monuments and 22 historic house museums; we look after 600,000 street trees, and two million more in parks. We are New York City's principal provider of athletic facilities. We are home to free concerts, world-class sports events, and cultural festivals.

The work of the agency goes far beyond the maintenance of 14% of New York City's land. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as the WinterJam, Adventures NYC, the Pumpkin Festival and several others. In addition, Parks produces many special events, including concerts and movie premieres. In the summer, Parks' busiest season, the agency organizes free carnivals and concerts, and sends mobile recreation vans to travel throughout the five boroughs providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

### **UNIT DESCRIPTION**

Founded in 1989, the Historic House Trust of New York City is a nonprofit partner to the New York City Department of Parks & Recreation for the preservation of historic houses owned by the City of New York and located in public parks. The Trust's collection includes 23 historic house museums throughout the five boroughs. Each of these sites is administered by a separate non-profit licensee dedicated to its continuing use as a museum. As an umbrella organization, the Historic House Trust works with Parks and the Boards of the individual houses to restore, interpret and promote the sites; to educate residents and visitors about the social, economic and political history of New York City; and to contribute to the vitality of surrounding communities. The collection is incredibly varied, including grand mansions, tiny cottages, a lighthouse, and a working farm.

### **POSITION TITLE**

Historic House Trust Intern

### **INTERNSHIP RESPONSIBILITIES**

HHT is seeking 1 – 2 interns to produce a feasibility study for the neighborhood surrounding the Wyckoff Farmhouse Museum in Brooklyn for earned revenue and the use of the new barn construction which will be erected on the site. Research will involve primary research in the local community of catering facilities, restaurants, etc. to identify earned revenue potential. This report should ultimately summarize possible financial benefits to the Wyckoff Farmhouse and identify what public programs are needed in the neighborhood.

Additionally, the second part of this project would involve a more in-depth analysis of the information identified in the feasibility study mentioned above. This additional research would involve a business plan for the organization regarding earned income and revenue producing activities and would help guide the Wyckoff Farmhouse in appropriate price points for various types of site rentals, etc.

### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

We are looking for a college-level business, tourism, or marketing major, or a major from a related field. Student must be self motivated and comfortable working on their own and checking in with both HHT and the Wyckoff Farmhouse on their findings.

### **APPLICATION PROCESS**

Email cover letter and resume to Leslie Nusblatt

### **SALARY RANGE**

### **ADDITIONAL INFORMATION / COMMENTS**

This is a fantastic opportunity to assist with a cutting edge historic site with a nonprofit organization that is embarking on their next phase of development. The successful candidate will come out of this internship with a finite document.