

# 2012 NYC SPRING INTERNSHIP PROGRAM

## PARKS & RECREATION-004

MasterPlan Intern  
830 Fifth Avenue  
New York, NY 10065

**Contact:** Leslie Nusblatt  
**Phone:** (212) 360-8257  
**Fax:** (212) 360-8263  
**Email:** Leslie.Nusblatt@parks.nyc.gov

### AGENCY DESCRIPTION

Parks & Recreation is the steward of more than 29,000 acres of land — 14 percent of New York City — including more than 5,000 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 five major stadia, 600 tennis courts, 66 public pools, 51 recreational facilities, 17 nature centers, 14 golf courses, and 14 miles of beaches; we care for 800 monuments and 23 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

*The Planning Division is engaged in preparing master plans for the City's Flagship parks. The work includes:*

- Performing site analysis and research
- Preparing maps and diagrams in ArcGIS and Adobe Illustrator
- Preparation of conceptual illustrations and text
- Preparing illustrations for web and PowerPoint presentations

### POSITION TITLE

MasterPlan Intern

### INTERNSHIP RESPONSIBILITIES

*Participate in all aspects of the planning process including interviews, public meetings, work sessions and document preparation.*

- Perform research and conduct site visits
- Inspect and photo-document park aspects
- Develop maps, analysis documents and conceptual plans using ArcGIS, Illustrator, Photoshop, and Sketch-up
- Participate in work sessions to discuss problems and brainstorm solutions, evaluate solutions for feasibility and desirability
- Prepare text describing issues, background and proposed solutions

### QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

[nyc.gov/internships](http://nyc.gov/internships)

- Landscape design background preferred, but not required
- Interest and /or background in urban and park planning
- Good interpersonal and communication skills
- Strong problem solving skills
- Ability to work both independently and in a team environment
- Familiarity with ArcGIS, Adobe Illustrator, Photoshop
- Microsoft Word and Excel
- Comfortable using New York City mass transit
- Ability to operate a digital camera, edit and organize photos

## **APPLICATION PROCESS**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

## **SALARY RANGE**

Unpaid

## **ADDITIONAL INFORMATION / COMMENTS**