

2012 NYC SPRING INTERNSHIP PROGRAM

PARKS & RECREATION-005

Revenue Division
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New York, NY 10065

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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 Revenue division creates and manages concession agreements for a wide variety of businesses which operate on parkland throughout the five boroughs of New York City, ranging from specialty food trucks to Tavern on the Green in Central Park to PGA style golf courses. The division is tasked with developing and managing hundreds of concession projects throughout the city, which brings world-class services to DPR's patrons while securing a valuable revenue stream.

POSITION TITLE

Revenue Division Intern

INTERNSHIP RESPONSIBILITIES

Project manager interns will work closely with the revenue project managers on all aspects of the concession process from research and development to implementation of an agreement. Project manager interns will interact with the public and other parks divisions on a consistent basis. Project manager interns will research new concession ideas, draft Request for Proposals and contracts, assist with site tours, and update and maintain project files.

Project manager interns will have a good deal of contact with the Director of Concessions, the Assistant Commissioner for Revenue & Marketing, and the Deputy Commissioner for Management & Budget. There will be opportunity to work on special projects as well, including the latest sustainability assessments that measure Parks concessions' environmentally friendly practices and the development of the Revenue Division's business outreach efforts. This special project will allow the interns to research many different

types of businesses, perform outreach to local, national, and international companies, and spend time in the field getting to know NYC neighborhoods and businesses. If interested, interns will also have the opportunity to work Parks produced special events.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Must be willing to take initiative on projects.
- Strong spoken and written communication skills are essential.
- Strong organizational skills.
- Flexibility and ability to think on your feet.
- Major in business or government is preferred but not required.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS