

2012 NYC SPRING INTERNSHIP PROGRAM

PARKS & RECREATION-006

Historic House Trust Development & Special Events 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

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 the Parks Department 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

Development and Special Events Intern

INTERNSHIP RESPONSIBILITIES

The Development Intern will work under the supervision of the Trust's Development Director and will:

- Help establish and sustain close relationships with current and prospective funders.
- Assist with the preparation of funding proposals and correspondence.
- Support the coordination of special events.
- Assist with the preparation of donor acknowledgment letters.
- Conduct prospect research on individual donors and institutional funders.

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- Help maintain the Trust's donor database and donor records.
- Perform other duties as assigned.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Undergraduate or postgraduate degree preferred
- Knowledge of Microsoft Office (Word, Excel and Outlook)
- Excellent written and verbal communication skills
- Strong desire to learn about many aspects of nonprofit work through a hands-on internship

APPLICATION PROCESS

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

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

The Development and Special Events Intern position can begin immediately and will ideally last a minimum of three months. Successful applicants will work with the Trust approximately 10-15 hours per week.

This is a great opportunity for an individual to gain valuable experience at a small nonprofit organization that oversees a network of historic house museums throughout the five boroughs of New York City. The successful candidate will learn how an organization cultivates and sustains relationships with individuals, foundations and corporations. We are looking for a motivated, responsible, energetic individual who can multi-task and work independently.