

2018 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-015

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AGENCY DESCRIPTION

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks, the Mayor's office has funded a number of equity initiatives including:

Community Parks Initiative

NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing 67 parks in neighborhoods across the city with the greatest needs—with a number from the original 30 opening in 2018, more than half are in construction.

Parks Without Borders

NYC Parks is also leading in innovative park design with **Parks Without Borders**, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve public realm.

Anchor Parks

Under Anchor Parks, the city selected eight parks that have historically received underinvestment, high surrounding population, and potential for park development. The Anchor Parks program is part of NYC Parks Commissioner Mitchell Silver's Framework for an Equitable Future, a commitment to create thriving public spaces for all New Yorkers.

The work of the agency goes far beyond the maintenance of New York City's parks. 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 WinterJam, Street Games, Adventures NYC, and the Fall Field Day. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

The NYC 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

Our mission is to enable all New Yorkers to lead physically active and intellectually challenging lives through sports, fitness, outdoor adventure, technology, education, and the arts.

Parks offers a wide array of recreation programs for children, teens, adults, seniors and families. There are 35 Parks recreation centers and hundreds of events and programs that NYC Parks' Recreation Division hosts annually throughout Brooklyn, Queens, Manhattan, Staten Island and the Bronx.

POSITION TITLE

Recreation Arts Program Intern

INTERNSHIP RESPONSIBILITIES

The interns will be working closely with Recreation Management in overseeing borough and citywide arts and cultural programs. Interns will organize and analyze data to guide decision-making. Interns will work to collect and input public programming data. Interns will compile data, liaise with other areas of the Division, track projects, and help lead special events.

The intern will:

Help develop program curricula for citywide arts and cultural programs.

Review and track activities of the programs.

Track, monitor and report attendance of the arts and cultural programs.

Travel to various locations throughout the five boroughs, during program hours and to conduct site visits.

Attend and assist in Borough and Citywide events relating to arts and cultural related programs.

Work with the marketing and press liaison to develop promotional materials, such as flyers.

Conduct outreach through social media to promote arts and cultural programs to increase attendance and bring awareness to the programs.

Identify and assist the borough Arts, Culture & Fun liaisons with outreach for events.

Post events on the Parks website and work with Parks partners to promote the events on their websites.

Contact and confirm trips with cultural institutions for afterschool arts programs.

Work as the liaison between CPF's Puppet Mobile and Recreation assisting with identifying sites for events, collecting attendance, and assisting with outreach

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Applicants for this position must demonstrate good oral communication skills, good analytical skills, good organizational and outreach skills, strong writing skills, and have good working knowledge of Microsoft Windows, Excel, and PowerPoint. Supervisory experience a plus. Applicants must be able to work both independently and in a team setting and have strong interpersonal skills. Applicants must be willing to travel via public transportation throughout New York City.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid