

NYC FALL INTERNSHIP PROGRAM 2008

PARKS & RECREATION-2

Revenue Intern
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New York, NY 10021

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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, 54 public pools, 48 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 Easter Eggstravaganza, the Great Halloween Party, the Bocce and Beach Volleyball Tournaments, and Green-Up Day. 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 issues and monitors permits for a wide variety of concessions, ranging from hot dog and pretzel cart vendors to Tavern on the Green in Central Park, Shea and Yankee Stadiums and several 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 for the city.

POSITION TITLE

Revenue Intern

INTERNSHIP RESPONSIBILITIES

An intern will work closely with the project managers on all aspects of the concession process from research and development to implementation of an agreement. He or she will interact with the public and other parks divisions on a consistent basis. He or she will research new concession ideas, draft Request for Proposals and contracts, assist with site tours, and update and maintain project files. He or she will have a good deal of contact with the Director of Concessions, the Assistant Commissioner for Revenue & Marketing, and the Deputy Commissioner for Management and Budget. There will be opportunity to work on Special Projects for the Assistant Commissioner as well.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Must be willing to work as part of a team but also take initiative on projects as well.

-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

Send your cover letter and resume to Leslie Nusblatt see email address above.

SALARY RANGE

Unpaid and/or school credit depending on school requirements.

ADDITIONAL INFORMATION / COMMENTS