

# 2017 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-006

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### AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as critical engines for economic growth and development.

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 nearly 60 parks in neighborhoods across the city with the greatest needs—35 of which 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 nearly 30,000 acres. 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, 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

Northern Manhattan Parks is comprised of 600 acres with over 199 garden sites spread out over 35 different sites uptown. The Village Voice designated Fort Tryon Park as the "Best Park to make you remember why you love NYC Parks," in its Best Of issue in 2013. Located at the top of Manhattan and overlooking the Hudson River, Fort Tryon Park is home to unique architectural and horticultural treasures, and hosts an ongoing array of recreational, natural history, cultural and arts programs for visitors from the diverse and vibrant surrounding community and throughout New York City and beyond. Park highlights also include the Olmsted-Brothers designed Alpine Garden, and the Met Cloisters Museum, a branch of the Metropolitan Museum of Art, which features one of the finest collections of Medieval Art. NYC Parks and the Fort Tryon Park Trust, the conservancy for Fort Tryon Park, organize over 300 programs and events over the course of the year, ranging from Nature Adventures for Kids to Jazz concerts, public art installations, and fitness programs. For more information on park programming, please see [www.FortTryonParkTrust.org](http://www.FortTryonParkTrust.org).

### POSITION TITLE

Fort Tryon Park Trust Special Events Intern

## **INTERNSHIP RESPONSIBILITIES**

NYC Parks & the Fort Tryon Park Trust are seeking a Summer Events Coordinator to assist in the management of a roster of public events throughout the summer, starting immediately through August. This position includes both administrative office work such as design and social media tasks, as well as outdoor work at events. The Coordinator will work five days a week, with some flexibility based on event schedules.

- Coordinate with event programming partners (artists, educators, etc.)
- Supervise event flow (set-up, take down, visitor service during event)
- Assist with event marketing to public through social media, web postings, neighborhood flyers etc.
- Respond to visitor inquiries about Fort Tryon Park and events
- Build up Fort Tryon Park Trust membership through event participants
- Other duties as assigned

## **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Experience in event planning and execution
- Detail oriented, strong organizational skills
- Excellent communications skills
- Outgoing personality and ability to interact with diverse audiences and park staff
- Spanish language skills helpful but not required
- Interest in environmental studies, community development, urban planning, public policy or a related field helpful but not required

## **ADDITIONAL INFORMATION**

Some experience in strategic planning to maximize public impact and capitalize on current events is helpful, but not necessary.

## **APPLICATION PROCESS**

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

## **SALARY RANGE**

Unpaid