

2017 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-029

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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

The Revenue division creates and manages concession agreements for a wide variety of businesses which operate on parkland, ranging from restaurants to golf courses to marinas across the city.

The architects within the Revenue Division manage a diverse portfolio of design, construction, and architecture across the five boroughs, from restaurants to golf courses. They work closely with our concessionaires, their consultants, and architects, to guide them through the design, construction, and long term management of their facilities.

POSITION TITLE

Revenue Architect Intern

INTERNSHIP RESPONSIBILITIES

As an intern in the Revenue division, you will have a unique opportunity to see how architecture is integral to generating revenue for the city, and the processes that surround design, construction, and long term management of our concession facilities. As the Revenue Architecture Intern, you will receive invaluable experience, not only getting to visit projects under construction, but also gaining exposure to the RFP process, contract negotiation and compliance, project management processes, zoning and code issues, stakeholder meetings, construction finance management, design review processes, and public presentations.

Over the course of the summer you will:

- Assist in review of basic design and construction for architectural projects
- Perform weekly site visits of projects under construction and inspections of completed work
- Attend internal and stakeholder meetings, public presentations, and design reviews.
- Assist with the writing of RFPs, review of submissions, and production of presentations
- Assist with the review and verification of construction expenditures
- Learn the process required to obtain approvals and permits for filing for work on Public Land in New York City.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Basic understanding of architecture & construction terms and concepts
- Excellent written, organization, and oral communication skills
- Enthusiastic; Able to work well independently on projects assigned as well as in a group setting.
- Organized; Capable of meeting deadlines, following up in a timely fashion with concessionaires, attending presentations and meetings prepared.
- Proficient with Microsoft Office Suite, specifically Word, Excel, and Powerpoint

APPLICATION PROCESS

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

SALARY RANGE

Unpaid