

2018 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-013

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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

The event management department at Randall's Island Park is responsible for overseeing the entire production process of many eclectic events. The size and scope of these events will vary from student films to 40,000 person music and arts festivals. Randall's Island Park Alliance, along with the NYC Parks department work together to ensure that all events are contracted, permitted and operate smoothly throughout their stay on the island.

POSITION TITLE

Randall's Island Park Alliance Event Management Intern

INTERNSHIP RESPONSIBILITIES

- Understand the requirements for each event.
- Assist with aspects of the event's operation working in conjunction with RIPA and NYC Parks.
- Support staff by answering phones, taking detailed notes, and documenting event and film inquiries.
- Oversee production staff to ensure they are abiding by NYC Parks rules and regulations.
- Assist clerical associate with daily tasks as needed.
- Work with communications manager to photograph events for RIPA's social media platforms.

- Perform other duties as requested by staff to ensure all necessary tasks are performed in a proficient manner that adheres to the quality expected from the organization.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Enrolled in an accredited college or university with ability to receive credit.
- Ability to work weekends and have a flexible work schedule.
- Proficient in Microsoft Office.
- Proven problem-solving skills.
- NYS Driver's License.
- Interest in public events, parks and open space.

ADDITIONAL INFORMATION

The event/production intern will put their creative skills to work assisting in multiple areas of the event and production process. They will exercise their multitasking abilities and assist in developing ideas, conducting research and running errands. This position fills an important supporting role within a dynamic team at Randall's Island Park. While also giving the prospective intern the opportunity to make contacts within the event production industry.

APPLICATION PROCESS

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

SALARY RANGE

Unpaid