

**CITY OF NEW YORK
DEPARTMENT OF CULTURAL AFFAIRS
INTERNSHIP POSTING**

TITLE: External Affairs Intern	SALARY RANGE: This is an Unpaid position
Time: Fall Semester 2-3 days per week	WORK LOCATION: 31 Chambers St., 2 nd Fl., New York, NY 10007
AGENCY DESCRIPTION The New York City Department of Cultural Affairs (DCLA) coordinates the City's support for 33 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations -- the astonishingly rich and diverse collection of groups that call New York City home. This constituency represents an array of internationally renowned as well as community-based organizations including performing arts organizations and venues, museums, historic houses, media centers, visual arts spaces, and literary organizations. UNIT DESCRIPTION: The Department of Cultural (DCLA) Office of External Affairs manages media, intergovernmental matters and external outreach on behalf of the agency. INTERNSHIP RESPONSIBILITIES: • Conduct outreach to cultural organizations regarding upcoming events and programs to be listed on DCLA's website. • Compile and organize data for DCLA's online NYCulture Calendar. • Update Calendar and review event submissions as they filter through the website (check copy for spelling, grammar, etc.). • Support External Affairs Unit on social media outreach and monitor social media outlets for topics concerning DCLA. • Search for and track media coverage and stories relevant to DCLA. • Assist with administrative tasks and special projects as needed. SPECIAL SKILLS: The Office of External Affairs is a fast-paced environment. A successful candidate will have strong written and communication skills, with a strong desire to learn, think and act quickly. S/he should also have an interest in the cultural sector, city government and public affairs. Candidate should have a strong desire to learn new skills and see projects through to their end. Must have solid computer skills, strong internet research skills, and possess a working knowledge of Microsoft Office Suite. QUALIFICATIONS / AREAS OF STUDY Students must be currently enrolled at an accredited college or university in an undergraduate or graduate program. Majors in Music, Theater, English, History, American Studies, Art History, Government, or Political Science are a plus, but are <i>not</i> required. ADDITIONAL INFORMATION / COMMENTS We are looking for a candidate who can start immediately	
How to Apply - You may apply in one of two ways: 1. Email: crecruit@culture.nyc.gov (<i>The Internship Posting Number(IPN) must be the only text in the <u>subject line</u></i>) 2. Mail cover letter and resume to: Department of Cultural Affairs 31 Chambers Street, 2nd Floor New York, NY 10007 Attn: Human Resources Office – Internship Recruitment Only one form of submission is necessary. Please state in your cover letter the internship position you are applying for. No phone calls, faxes or personal inquiries permitted. For more information about DCLA, visit us at: www.nyc.gov/culture The City of New York is an Equal Opportunity Employer	
DATE: 10/11/11	IPN: 126-2012-EAINTERN01