

# Graphic Design Intern

<b>Division/Unit:</b> Planning and Preparedness/Plan Management	<b>OEM Supervisors:</b> James Cho/Megan Pribram
<b>Project-based or Ongoing:</b> Ongoing	<b>Education Level:</b> Undergraduate or Graduate
<b>How many interns:</b> 1	<b>Length of Commitment:</b> Semester
<p><b>Background:</b> NYC OEM seeks an intern to assist the Planning and Preparedness division with designing graphics, forms and document layout to be used in the planning process and response plans for the agency. The approved layout will be used by decision makers during a citywide emergency.</p> <p>The graphic design intern will also create graphic design templates for plan documents, tables, graphics and illustrations for various planning presentations and assist with the development of other visuals such as maps.</p> <p><b>About Planning and Preparedness:</b> Planning and Preparedness develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, return residents to their daily routines as quickly as possible. Plans coordinate the skills of city, state, federal, and non-governmental agencies to ensure the plan is effectively carried out.</p>	
<p><b>Description of Project/ Intern Responsibilities:</b> The graphic design intern will work with members of Plan Management on projects including:</p> <ul style="list-style-type: none"> <li>• Developing graphics and illustrations for plans</li> <li>• Working with Geographic Information Systems to develop maps for plans</li> <li>• Helping set design standards and creating user-friendly templates for planning and preparedness documents</li> </ul>	
<p><b>Requirements/Special Skills Needed:</b></p> <ul style="list-style-type: none"> <li>• Proficiency with design software including Adobe Creative Suite (Illustrator, Photoshop, InDesign, Dreamweaver)</li> <li>• Print or online publication experience</li> <li>• Understanding of print design and production</li> <li>• Strong writing and verbal communication skills</li> <li>• Excellent grammar, editing, and proofreading skills</li> <li>• Ability to work well independently</li> <li>• Strong level of professionalism</li> <li>• Strong attention to detail and organization</li> <li>• 10-20 hours a week for at least one semester</li> <li>• Experience with animation and motion graphics is a plus</li> </ul> <p>This is an <u>unpaid</u> internship.</p>	

## Interested Applicants:

Please send resume and cover letter (in MS Word or RTF format) plus 1-2 samples of work (as PDF or live link) to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)