



# 2026 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	<u>DCAS</u>	<b>Division</b>	<u>Public Affairs - Special Events</u>
<b>Address</b>	<u>1 Centre Street</u>		
<b>Name</b>	<u>Nicole Fisher</u>	<b>Email</b>	<u>nfisher@dcas.nyc.gov</u>

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

**Agency Description**

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical re-sources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcas](http://nyc.gov/dcas) to learn more about the work we do.

**Unit Description**

DCAS Special Events serves as a resource for DCAS, the Mayor's Office, City Council, city agencies, and the broader NYC community. The internal team is currently seeking an intern. This team acts as the primary point of contact for hosting events in and around the 56 DCAS-managed properties. Responsibilities include planning and executing employee engagement events, managing multiple calendars, coordinating venue use for city agencies, and handling billing for after-hours activities. The team also oversees all film and photography shoots, as well as special events held within DCAS-managed spaces.

## Internship Position Description

<b>Position Title</b>	<b>Special Events Intern (Undergraduate)</b>
<b>Number of Positions</b>	1
<b>Internship Responsibilities</b>	<p>As an intern with the Special Events department, you will play a vital administrative support role, contributing to the planning and execution of a wide range of events and initiatives. Your responsibilities will include managing communications by replying to email inquiries and answering phone calls in a professional and timely manner. You will assist with booking space reservations and support invoicing processes for film companies, city agencies, tenants, and elected officials utilizing DCAS property outside of regular hours. Additionally, you will be involved in handling film and event-related inquiries, providing critical assistance throughout the planning stages and day-of operations for agency-wide events. This includes drafting event materials such as proposals, agency-wide messages, invitations and signage, researching presenters, vendors, and suppliers, and ensuring smooth event execution. You will also maintain and regularly update the department's event tracking system.</p>
<b>Qualifications / Special Skills / Area of Study</b>	<p>Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is essential, and familiarity with Canva is a plus. To succeed in this role, you should demonstrate strong communication skills, attention to detail, a proactive work ethic, and a willingness to learn and adapt in a dynamic team environment.</p>
<b>How to Apply</b>	<p>Please submit cover letter and resume to the above referenced agency contact with the subject "Special Event Intern (Undergraduate)".</p> <p>NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATIONS WILL BE CONTACTED.</p>
<b>Salary</b>	<b><u>\$17.00 p/hr</u></b>

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.