

2023 NYC SUMMER INTERNSHIP PROGRAM

NYC DEPARTMENT OF PROBATION

33 Beaver Street
New York, NY 10004

CIVIL SERVICE TITLE: Summer Intern	TITLE CODE NO.: 10234
OFFICE TITLE: Graphic Design & Video Intern	SALARY: \$15.00 – \$17.50 hourly
DIVISION/WORK UNIT: Graphics	WORK LOCATION: 33 Beaver Street, NY, NY
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: 2

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to successfully transition out of the criminal and juvenile justice systems through meaningful education, employment, health services, community and family engagement, and civic participation. We are located in every borough across the City and provide four core services –pre-sentence investigations, intake, diversion and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

New York City Department of Probation is currently seeking a Summer Creative Intern to work on mix of Graphic Design/Digital/Social and Video Production projects. The ideal candidate will have a strong working knowledge of Adobe Creative Suite including InDesign, Illustrator, Photoshop. Knowledge using video editing software such as Adobe Premiere or Final Cut would be ideal but not required. The intern will also assist with various social media platforms. The intern selected for this position should be creative, outgoing, adaptable, and eager to discover new ways to engage with internal clients.

In this dynamic position, you'll lend your expertise in design and video to a range of projects relating to communications. Whether you're editing videos for our digital signage system, designing social media graphics, shooting footage of press events or other media we want someone who brings a keen eye and a flair for the creative to every task.

We're always looking for new tools and applications to improve our work, so in addition to production work, you'll be spending some of your time doing research and making real contributions to the future of the agency. There's going to be plenty to keep you busy and learning. Those looking to gain valuable design and video experience are encouraged to apply.

RESPONSIBILITIES:

- Create video rough cuts
- Conceive, design, and create graphic layouts in collaboration with creative director
- Provide support to video production staff: including scheduling, development, shoot, set-up etc.
- Assist with research and special projects as needed
- Organize and maintain digital files
- Provide video and still photography for events
- Provide logistical support for events
- Create professional promotional materials
- Create and design community and program focused flyers and associated materials
- Design mockups for our website, social media, and other digital campaigns
- Work with small teams to create and implement marketing campaigns
- Create engaging social media content
- Online outreach and promotion using Facebook, Twitter, Instagram, LinkedIn, YouTube, the agency website, and various other platforms.

Career skills you'll learn: Task management, Graphic Design Standards, Video Production best practices, how to remain calm and work well under pressure.

PREFERRED QUALIFICATION/SKILLS:

- Working toward a degree or graduate degree in television, film/video, media, broadcast, advertising, or communications
- Strong interest in video & media production
- A proactive and enthusiastic person with a pleasant demeanor
- Ability to complete projects quickly, accurately and with attention to detail
- Willingness to handle multiple projects at one time
- Excellent writing, organizational and research skills
- Assist in the production and set-up of various NYC Probation press shoots, including Mayoral events, Commissioner events, and original production
- Strong interest in media, television, and digital entertainment
- Knowledge of camera operation, lighting, and audio
- Attention to detail
- Ability to handle multiple duties at one time
- Ability to work within a collaborative environment
- Current second, third or fourth-year student working toward a bachelor's or master's
- Degree in Graphic Design, Communications, or related field
- Excellent oral and written communication skills
- Moderate proficiency using Adobe Creative Suite
- Working knowledge of Office 365 (or similar)

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QUALIFICATION REQUIREMENTS:

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: STSJP funding/CARES Program

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 3/22/23

POST UNTIL: Until filled

JVN #: 781-23-053

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. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.