



# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Citywide Administrative Services (DCAS)

**Division:** Creative Services

**Address 1:** 1 Centre Street, 15th Floor

**Address 2:** New York, New York 10007

**Contact:** Stacy Beaty

**Email:** [sbeatty@dcas.nyc.gov](mailto:sbeatty@dcas.nyc.gov)

**Phone:** 212-386-6382

## **Agency Description**

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.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources 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**

The DCAS Creative Services design unit maintains design and NYC branding standards for DCAS and provides printing and digital design services (conceptual designs, logos, large posters, banners, brochures, flyers, reports, infographics, electronic media, and minor animation designs) to the mayor's office and a variety of New York City agencies. Creative Services is looking for a bright energetic and creative candidate to qualify for the Summer Internship Program.

**Position Title** Graphic Design Intern

## **Internship Responsibilities**

- Designing and printing of a variety of media, using the design standards and fundamentals developed by the unit and used daily. Responsibilities include but are not limited to print design, digital design, motion graphics, illustration, brand designing and general graphic design.
- Learn how to implement new design techniques.
- Take part in problem solving and troubleshooting technical and design issues.
- General office protocol such as answering phones, taking project requests, and organizing and maintaining inventory.
- Shadow staff at meetings, and events when necessary.
- Learn the mechanics and art of digital printing and print production including cutting and mounting banners and posters.
- Trained on the rules of identity branding and accessibility guidelines.

## **Qualifications/Special Skills/Area of Study**

- The candidate will have skill in Adobe products: Illustrator, Photoshop, InDesign.
- Working knowledge of MS applications including Word, Excel.
- Any skill in Figma, Premiere Pro, Bridge, Lightwave, Maya and After Effects is a plus!
- Knowledge of UI/UX and prototyping also a plus.

## **Application Process**

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Stacy Beatty at: [sbeatty@dcas.nyc.gov](mailto:sbeatty@dcas.nyc.gov)

Please write "**Summer Intern – Graphic Design Intern**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**Salary Range** \$18 per hour - Undergraduate Intern

Internship may be used to fulfill college credit requirement.

**Additional Information / Comments**

Internships are available between May and September for a maximum duration of thirteen (13) weeks.

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[nyc.gov/dcassip](http://nyc.gov/dcassip)