



2024 NYC Summer Internship Program Application Form

Agency: NYC Mayor's Office

Division: Public Design Commission

Address 1: *City Hall | 3rd Floor*

Address 2: *New York, NY 10007*

Contact: *Internship Program*

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Phone:

Agency Description

The NYC Mayor's Office administers all city services, public property, most public agencies, and enforces all city, state, and federal laws within New York City. New York City's Mayor, Eric Adams is head of the executive branch of New York City's government. Mayor Adams has served the people of New York City as an NYPD officer, State Senator, and Brooklyn Borough President. The Adams' Administration is leading the fight to make New York City's economy stronger, reduce inequality, improve public safety, and build a stronger, healthier city that delivers for all New Yorkers. As an agency, we value fairness, helpfulness, transparency, leadership and build our teams around these values. For current job opportunities visit our [careers page](#).

Unit Description

The Mayor's Office is comprised of over 50 business units; 42 of which are participating in the summer internship program. Within each unit, interns will have the chance to collaborate with staff and work on a range of projects. These projects may include conducting research, attending meetings, managing incoming inquiries, analyzing data, drafting briefings, staffing events, assisting with outreach, and supporting special

projects. Additionally, interns will engage in Speaker Series to learn more about the inner-workings of City government. These talks are held at historic City Hall, and guest speakers include Deputy Mayors, Commissioners, Program Directors, and other senior staff. Interns will also tour various Mayors' Office facilities across our city.

Lastly, interns will engage in a service project with NYC Service, a business unit focused on volunteerism and service in NYC. Interns will come together to develop a service project. The goal is to design and execute a project that will impact our most deserving communities and uplift New Yorkers in need. Previous projects have included Little League Ball Field Restoration, NYC Parks clean-up, Tree planting and Beach clean-up

Position Title Office of the Mayor Summer Intern

Internship Responsibilities

The internship will provide exposure to civic design excellence and the PDC's review of projects. The intern will work directly with the Executive Director, and under her guidance, assist with special initiatives such as the Annual Design Awards, PDC Project Review Roadmap, Visualization of Design Values, and PDC website updates. The ideal candidate is interested in civic design and architecture, art, and culture. They are curious, detail oriented and organized. They will be involved in a wide variety of tasks and be exposed to the Public Design Commission's wide purview over capital projects built on city land.

Responsibilities include but are not limited to:

- Under general direction, assist with the management of Public Design Commission's review of projects and special initiatives.
- Assists the Executive Director with giving and creating presentations and organizing industry stakeholder conversations.
- Helps compile materials and produce graphic and written deliverables for public design initiatives and reports.
- Assist in the production of support materials for meetings and functions, events, and any required logistics.
- Assist in administration and logistics for the PDC monthly review meetings, interfacing with the public, managing audio-visual equipment, and general event responsibilities.

Qualifications/Special Skills/Area of Study

- Bachelor's Degree and 3+ years of experience
- Graduate Degree in relevant field is preferred, but not required, and may be replaced for years of experience.

- Outstanding organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, work independently, and work well under pressure.
- Excellent written, verbal, and interpersonal communication skills
- Proficiency in Microsoft Word, Excel, MS Outlook/MS Teams, Power Point
- Knowledge of graphic Adobe Software such as Illustrator, InDesign, and Photoshop preferred, but not required.
- Experience within the Design Industry preferred, but not required.
- College Student candidates must be enrolled and registered student accumulating credits. Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Application Process

To Apply Select: [2024 Summer Internship Program Application](#)

Salary Range \$17 - \$18 per hour

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

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