

*INTERNSHIP ANNOUNCEMENT*

**URBAN DESIGN INTERN POSITION AVAILABLE (UNPAID)**

**URBAN DESIGN OFFICE**

**AGENCY DESCRIPTION**

The Department of City Planning (DCP) promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. DCP's contributions toward development of the 10-year Capital Strategy will ensure investments in New York City's neighborhoods align strategic planning priorities with community needs.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

In addition, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

**DIVISION DESCRIPTION**

The Urban Design Office is the design office for the agency. Drawing on expertise in architecture, landscape architecture and urban design, the office provides assistance on projects affecting infrastructure design, master planning, overall massing and architectural expression, streetscape, landscape and sustainable design. In addition to serving all five borough offices of the agency, the office also provides design assistance to other City agencies and private applicants. The department assists in developing city planning policy to support excellence in urban design, reviews large-scale projects for zoning modifications, and designs urban projects in-house where the time frame requires immediate results for the agency. The office also conducts urban design studies ranging in scope from small-scale site-specific projects to more comprehensive neighborhood plans and city-wide initiatives.

The Urban Design Office is currently seeking experienced interns who will bring a wide range of urban design expertise and strong drawing and design skills to the department.

**INTERNSHIP RESPONSIBILITIES**

Under supervision, with latitude for independent judgment, the Urban Design Intern will:

- Coordinate and contribute to production of presentations, documentation of existing conditions, urban design analyses and proposals;
- Conduct an individual short urban design research project on an area of interest to the department.
- Maintain strong interpersonal skills and the ability to work within a team structure.
- Working with other team members, coordinate with technical divisions of the department and other city agencies;
- And perform other related tasks.

## QUALIFICATIONS

- Undergraduate or graduate students in urban design, architecture, landscape architecture, or related fields.
- Enthusiasm about planning and design issues in New York City.
- Demonstrated excellent design, communication and organizational skills
- Motivated self-starter - able to work independently and complete tasks in a timely fashion.
- Competence in computer-based drawing (AutoCad, SketchUp) and graphics programs (Adobe Suite) required and in GIS software (ArcGIS) a plus.
- Preference given to candidates with excellent drawing (both by hand and by computer), presentation and written communication skills;

## HOW TO APPLY

Email: [UDINTERNSHIP@PLANNING.NYC.GOV](mailto:UDINTERNSHIP@PLANNING.NYC.GOV)

**No phone calls allowed. All interested applicants are asked to please send**

- letter of interest
- resume
- at least three (3) work samples from your portfolio demonstrating design and drawing proficiency

Please send the above listed information via email only to [UDINTERNSHIP@PLANNING.NYC.GOV](mailto:UDINTERNSHIP@PLANNING.NYC.GOV)  
- include “**UD Internship**” in the subject line

## COMPENSATION

Unpaid, potential academic credit.

## START DATE

Start and end dates are flexible

## SCHEDULE

At least 20 hours per week, days & hours flexible.

## INTERNSHIP DURATION

Approximately 10 weeks, flexible.