

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Office of the Commissioner – City Graphics

ADDRESS1 1 Centre Street, 15th Floor City Graphics room

ADDRESS2 New York, NY 10007

CONTACT NAME Stacy Beatty, Jr.

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PHONE 212-386-6382

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) provides value-added and effective shared services to support the operations of New York City government. Its commitment to equity, effectiveness, and sustainability guides its work with City agencies on: recruiting, hiring, and training employees providing facilities management for 55 public buildings; acquiring, selling, and leasing City property purchasing more than \$1 billion in supplies and equipment each year; and implementing conservation and safety programs throughout the City's facilities and vehicle fleet.

UNIT DESCRIPTION (Max characters 1000)

The City Graphics 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 more than 38% of New York City agencies.

POSITION TITLE (Max characters 100)

Graphic Artist, Level 1

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Aide in the design and printing of variety of media, and/or design from beginning to end
- Implementation of new, effective design techniques
- Implementation, enhancement and maintenance of Inventory and Inventory Database.
- Maintenance (troubleshooting and upgrading) of Office Computer Software
- Daily maintenance of office, server, and electronic files.
- Maintenance (troubleshooting calibrating and upgrading) of printer hardware for HP LaserJet and HP Design jet printers.
- Impressive skills in graphic design, book layout, photo retouching and alterations; minor skills in Photography a plus.
- Excellent Illustration skill and ability to translate drawings into digital format for small- & large-scale printing
- Strong logo design and identity branding skills
- Attend meetings as necessary
- Responsible for mounting, cutting etc. of any production job
- Strong Typography, Packing and Event Design a plus
- Interactive media and UI/UX design/knowledge a plus
- 2D and/or 3D Animation Skill a plus

QUALIFICATIONS/SPECIAL SKILL S/AREA OF STUDY (Max characters 1500)

- A Bachelor's Degree or equivalent from an accredited University or College in Graphic Design, Fine Arts, or Computer Graphics.
- Minimum of 1 Year of full-time satisfactory experience (or equivalent) as a Designer, Animator and/or Photographer.
- Must be proficient using MAC OS and PC platforms
- Production Skills: Cutting and mounting large foam boards
- Basic understanding of 4 color printing and large-scale printers.
- Computer skills required (specify none, basic, intermediate, advanced)
- Email: Intermediate
- Word: Intermediate
- Excel: Basic
- PowerPoint: Basic
- Proficient in the following Adobe products: Illustrator, Photoshop, InDesign
- Basic Knowledge in Adobe Flash, After Effects, Animate, Bridge, Lightwave and Premiere Pro are a plus!

APPLICATION PROCESS (Max characters 700)

Please submit cover letter and resume and samples of work to sbeatty@dcas.nyc.gov Attn: Stacy Beatty, Jr. Summer Internship

SALARY RANGE

\$15.00/hour

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

You will be working in an active environment, where our focus is meeting deadlines and customer satisfaction.

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