NYC Department of City Planning’s
Urban Design Summer College Intern

Internship Program

The Department of City Planning (DCP) is excited to announce the 2019 Paid Summer Internship Program! DCP’s Summer Internship Program aims to introduce its mission to both undergraduate and graduate interns and strives to integrate interns into the agency’s work program by fostering on-the-job training and career exploration. Our program includes orientation, presentations from subject matter experts and site visits to exciting projects across the five boroughs.

Program Duration:       June 3rd thru August 9th 2019
Civil Service Title:   Summer College Intern
Hourly Rate:              $17.50
Job ID:    388133
Application Deadline:  Thursday April 25, 2019

Minimum Requirements:

As of June 2019, the prospective intern must be a student matriculated in a college or be a recent college graduate (winter/spring term 2019). NOTE: Appointment to this title/role is only valid for the duration of the internship program, June 03rd - August 09th 2019. Preference will be given to candidates who can commit to the full duration (10 weeks) of the program.

About DCP

DCP has an expansive work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, while promoting strategic growth, transit-oriented development, sustainable communities and high-quality open space and waterfronts. Our aim is to enhance quality of life in the city, in part by initiating
comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide.

**About the Division**

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 resilient and sustainable design. Our office offers a dynamic work environment, with exposure to and influence on the development of borough-and city-wide plans, and provides urban design expertise to the agency, City Planning Commission (CPC), elected officials, Community Boards other City Agencies and the public-at-large.

We assist in developing city planning policy to support excellence in urban design, review large-scale projects seeking zoning modifications, and conduct urban design research and analysis ranging in scope from small-scale site-specific projects to more comprehensive neighborhood plans and city-wide initiatives.

**Summer Internship Program & Qualifications**

The Urban Design Office is seeking interns with drawing, design and communication skills. The ideal candidate will have a positive attitude toward community service, as well as a desire to contribute to an engaging, fast-paced work environment in roles that impact the growth and development of the City.

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

- Contribute to production of presentations, documentation of existing conditions, urban design analyses and proposals;
- 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.

Preferred 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 design, communication and organizational skills
- Motivated self-starter - able to work independently and complete tasks in a timely fashion.
- Competence in computer-based drawing (Rhino, SketchUp, AutoCad), knowledge using graphics software (Adobe Suite) required, GIS software (ArcGIS) and video editing (Adobe After Effects/Premiere) a plus.
- Preference given to candidates with excellent drawing (both by hand and by computer), presentation and written communication skills;

**TO APPLY:**

**PLEASE NOTE:** All applications will require you to create a user profile or log into an existing account with the New York City Application System (NYCAPS).
**Step 1:** Apply to this internship (Job ID: 388133) via NYCAPS. There are two options to access this posting in order to submit your application.

*Option 1:* Apply to this posting directly by clicking [here](https://a127-jobs.nyc.gov/index_new.html?agency=030). Submit your application through NYCAPS. Applicants will receive a system notification when completed applications have been submitted.

*Option 2:* Access this opportunity from the New York City careers website: [https://a127-jobs.nyc.gov/index_new.html?agency=030](https://a127-jobs.nyc.gov/index_new.html?agency=030) and select Job ID: 388133. Click on “Apply Now” at the bottom of the posting.

**Step 2:** All interested applicants are asked to please email the following documents in PDF format only (under 10MB) to: UDINTERNSHIP@PLANNING.NYC.GOV and include “Summer Internship” in the subject line. **No phone calls allowed.**
- letter of interest
- resume
- at least three (3) work samples from your portfolio demonstrating design and drawing proficiency

**Step 3:** Contact the DCP Recruitment team at DCPRecruit@planning.nyc.gov if you have any questions about our 2019 Summer Internship Program or your application.

> Prospective candidates are encouraged to apply to multiple internships. Available Summer 2019 Internships can be found on DCP’s career page under “Internships Opportunities” at: [https://www1.nyc.gov/site/planning/about/employment-opportunities.page](https://www1.nyc.gov/site/planning/about/employment-opportunities.page)

**Please note:** Authorization to work in the United States is required for this position and Visa sponsorships are not available for this position.

The Department of City Planning is an Equal Opportunity Employer and a copy of the Equal Opportunity Program is available in the Human Capital Division. The Department makes available accommodations for disable applicants.