**THE DESIGN TRUST FOR PUBLIC SPACE INTERNSHIP**

The Design Trust for Public Space is a nonprofit organization dedicated to the future of public space in New York City. Our projects bring together city agencies, community groups, and private sector experts to make a lasting impact—through design—on how New Yorkers live, work and play.

The Design Trust for Public Space offers a spring semester internship for graduate level students to gain knowledge and skills and assist in transforming and evolving NYC’s landscape with city agencies and community collaborators. You will participate in a challenging and rewarding work experience.

Tasks and Learning Objectives: The spring intern will assist Design Trust staff and Fellows with activities related to three Design Trust projects: El-Space: Creating Dynamic Places Under the Elevated; Future Culture: Connecting Staten Island’s Waterfront, and Opening the Edge: Reimagining Green Space at Wald Houses.

Tasks will include, but are not limited to:

- Coordinating community outreach events, such as workshops or forums, including securing space, developing run-of-shows, planning and facilitating activities, and documenting;

- Coordinating internal project activities, such as team meetings and stakeholder engagement, including developing agendas, creating presentations or physical materials, and documentation;

- Project-related researching, including mapping existing conditions, documenting site visits, or analyzing relevant social or economic data;

- Assisting with the production of project deliverables such as newspapers or publications;

- Assisting with Design Trust events, especially related to Public for All, the 2017 Call for Project Ideas by which the organization will select future projects;

- Assisting with data entry and database tasks related to the Design Trust’s contact list;

- Assisting with project related grants including researching, writing, or compiling images;

- Additional opportunities and responsibilities determined based on the intern’s interests and the organization’s needs;

Learning Objectives

Acquire professional skills in community engagement, stakeholder outreach, and project planning by participating in the Design Trust’s work environment, with periodic feedback during the internship;

- Gain exposure to and participate in nonprofit project management;

- Explore emergent public space challenges and learn how to foster interdisciplinary research and interagency collaboration;

- Learn through direct engagement with project partners and Fellows how the Design Trust’s unique project model creates lasting impact and vibrant public spaces in NYC;

Preferred Qualifications: The spring semester intern should be a self-starter interested in learning about the creation of quality public space in New York City. S/he should be open to learning new skills and comfortable in an office setting.

- Graduate-level student pursuing a degree in urban design, planning, architecture, landscape architecture, or a related field;

- Proficient in relevant technology, including Microsoft Office Suite and Adobe Creative Suite; experience with ArcGIS, AutoCAD, and FileMaker a plus;

- Creative, flexible person with excellent face-to-face and written communication skills;

- Ability to prioritize time-sensitive assignments and meet deadlines;

- Keen interest in community development and social responsibility;

The internship is a part-time position, 15 to 20 hours per week during regular business hours with an occasional weekend or evening assignment, from January to May. Final dates of the internship period will be mutually agreed upon between the intern and the Design Trust prior to the start of the internship. The spring intern will be paid $15 an hour.

To apply, please submit a resume and cover letter to fellowship@designtrust.org with the subject line: “Spring Internship.” Applications will be accepted on a rolling basis.