

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Administration / City Graphics

ADDRESS1 One Centre Street, 15th Floor

ADDRESS2 New York New York, 10007

CONTACT NAME Stacy Beatty Jr

E-MAIL sbeatty@dcas.nyc.gov

PHONE (212) 386-6382

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 1000 )

The Office of City Graphics is the computer graphics, design and layout unit of DCAS. Office responsibilities include a wide variety of design and print preparation of Citywide publications from large multi-page documents such as the Real Estate Auction Brochures and annual reports to Mayoral special projects such as banners, animated cards and invitations, large posters, certificates, name-tags, inaugurations and parades. Graphics also provides graphic support for the entire agency, including CityStore, the City Record and the Green Book.

## POSITION TITLE (Max characters 100)

Graphic Artist, Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The College Aid will be responsible for mounting, cutting etc. of any production job. Aide in the designing and printing of a variety of media, and/or design of flash animation from beginning to end. Implementation of new effective design techniques. Aide in problem solving and troubleshooting. Answering phones, maintaining files, office clean up. Aide in maintenance of supply inventory. Attend meetings, and events when necessary with a staff member.

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )

Minimum of one Year of full-time satisfactory experience as a Designer, Animator and/or Photographer.  
Proficient in the following Adobe products: Illustrator, Photoshop, InDesign, Fireworks, After Effects  
Proficient in Microsoft Word, Powerpoint, Excel and Access.  
Must be proficient using MAC OS and PC platforms  
Production Skills: Cutting and mounting large foam boards  
Basic understanding of 4 color printing.

**APPLICATION PROCESS (Max characters 700 )**

Submit cover letter and resume to the above referenced agency contact.

**SALARY RANGE**

Under Graduate Intern \$12.00 per hour / \$420 per week

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Internships are available between June and September for a maximum of 13 weeks.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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