

# NASHVILLE CIVIC DESIGN CENTER

## Internship Areas of Focus

### **Architecture/Urban Design/Landscape Design**

This position is for individuals who are enrolled or recent graduates of an accredited design program. Work includes: neighborhood design projects, community open space and school playground revitalization, residential development, and NCDC's ongoing work with the Cumberland Riverfront master plan. Proficiency in Adobe Design Suite is required.

### **Communications/Grant Writing/Public Relations**

This position will provide assistance with efforts to write and develop grants for capacity building and future NCDC projects. Furthermore tasks will involve coordinating and promoting NCDC's public education programs and assisting with reports, media campaigns and other outreach efforts. Work includes: writing press releases, creating email marketing and advertising materials, contributing to the website/blog, and updating social networking sites. Candidates should possess strong writing and verbal skills. This intern will work closely with the graphic design/marketing intern. Interested persons should have in-depth knowledge of mass communications, and possess strong writing and verbal skills.

### **Environmental Science/Sustainability**

NCDC works with several organizations and companies that are committed to making Nashville a more sustainable and energy efficient city. This internship position would include researching and writing environmental case studies, developing and maintaining partnerships with other organizations, and participating in green initiative in Nashville. Candidates should show a passion for environmental issues, and possess strong writing and verbal skills.

### **Marketing/Graphic Design**

This position involves assisting with the design and development of public reports/case studies, marketing materials, and advertisements. In addition, the intern's work will include maintenance of the NCDC website and recommending ways to increase NCDC's presence on the internet. Additional responsibilities include updating the NCDC blog and social networking sites. This intern will work with all staff members in the promotion of NCDC events, but will coordinate specifically with the communications/public relations intern. Proficiency in Adobe Design Suite is required.

### **Social Media/Website/Photography/Film**

This position involved assisting with design and development of the newly created NCDC website. The NCDC also requires organization of its photographic database, including scanning, color correcting, and maintenance of print quality and lo-resolution imagery. This person may also be involved with creating films and podcasts, and editing and promoting videos through online media (Vimeo and Youtube). In addition, this person will have the opportunity to act as the NCDC's photographer at special events and public programs. Familiarity with Adobe Design Suite is beneficial.

### **Urban Planning/Community Development**

This position is for individuals interested in the fields of urban planning, public policy, and community development. Work includes: researching design initiatives, writing case studies and reports, historical research for projects. NCDC is committed to engaging citizens in the planning process and incorporating public ideas into its final plans. Interested persons should have in-depth knowledge in urban planning concepts and practices, and possess strong writing and verbal skills.