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## SUMMER 2012 GRAPHICS INTERN

The Public Policy Lab is seeking a summer intern to assist with creating visual materials for *Public & Collaborative: Designing Services for Housing*, a project in partnership with Parsons The New School for Design to enhance the delivery of public services by the NYC Department of Housing Preservation & Development. Complete project details are available at: <http://nyc.pubcollab.org>

### Responsibilities

The graphics intern will assist with the development of visual content for the project findings document, as well as related project materials. Responsibilities may include:

- creating sketches, illustrations, collages, photo illustrations, or infographics based on guidelines provided by authors and editors
- researching best practices related to project aims and creating visual representations of those processes.
- identifying, obtaining, and tracking appropriate images to accompany text
- maintaining lists of illustrations and photo credits
- creating short web animations using project visual assets
- designing slide presentations with project content
- creating other visual collateral for the project, including workshop materials, posters and banners, print hand-outs, tshirts, etc.

In addition, the graphics intern may be asked to assist with other administrative, research, and design tasks related to the project and the Public Policy Lab's work, including co-design and user-testing activities led by PPL staff and fellows.

### Qualifications

Successful applicants will have excellent graphic-design skills, as well as a desire to use visual representations to convey meaning. Applicants should be comfortable working with predefined identity standards and designing material to accompany specific text or illustrate defined concepts.

Prior familiarity with issues related to public-sector service design and the NYC Department of Housing Preservation & Development's services is preferred.

### Time Commitment & Payment

This internship is expected to last eight weeks, from the week of June 11 through the week of July 30, with a one- to two-day time commitment per week. The internship is unpaid, but interns will receive a stipend of \$60 per full day to cover meals and transportation costs.

### Application Process

For consideration, please email *a single PDF* that contains a one-page cover letter, a one-page resume, and up to five pages of portfolio materials to Chelsea Mauldin at [cmauldin@publicpolicylab.org](mailto:cmauldin@publicpolicylab.org). Applications are due by June 4 at 5 p.m.