



PLACEMAKING INTERNSHIP

BACKGROUND

Central Atlanta Progress, Inc. (CAP) is a private, nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better city center. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. CAP's affiliate organization, the Atlanta Downtown Improvement District (ADID), funds major programs in transportation, capital improvements, public safety, cleanliness and social impact outreach. For more information, visit www.atlantadowntown.com.

POSITION SUMMARY

CAP/ADID is seeking a creative, collaborative, and motivated individual to support the organization's mission by assisting the Creative Placemaking Specialist in strengthening Downtown Atlanta's public spaces through the implementation of creative activations. Examples of past events include Park(ing) Day, Food Truck Fridays, Lunch on Broad, ice sculptures in a Winter Wonderland, and a holiday light and sound installation. Responsibilities include:

- Provide support to the Creative Placemaking Specialist.
- Research collaborators for future public events and activations.
- Assist in collecting and preparing data for a variety of planning projects.
- Help with ideation for future creative programming.
- Communicate with various vendors and partners.
- Aid in project management and producing events.
- Observe and report current usage of public parks and open spaces with an aim towards engaging more Downtown workers, residents, and visitors to use these assets.

QUALIFICATIONS

Desired Qualifications

- Interns should be enrolled in an undergraduate (prefer rising junior or senior) or graduate program. Applicable course work in Urban Planning, Placemaking, Landscape Architecture, Fine Arts, or a closely related field desired.
- Excellent communication (oral and written) and attention to detail.
- Flexibility and desire to work on varying projects to support the advancement of Downtown Atlanta.
- Motivated self-starter with the ability to work independently.
- Enjoys organizing events and being involved with the public.
- Dependable, organized, proactive, creative thinker, fosters relationships.

Physical Qualifications

- While performing the duties of this job, the employee is frequently required to sit, stand, and reach with hands and arms. The employee is required to lift and/or move up to 20 pounds.
- The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

POSITION CLASSIFICATION

- This is a part-time, exempt position with an hourly rate of \$16 per hour. Interns are expected to work part-time, estimating between 10 and 15 hours per week (typical). The schedule will include office hours during the day with nighttime and weekend coverage for events as needed.
- During summer and/or semester breaks, full-time employment can be accommodated. Ideally internships will last for a minimum of a school semester; however, shorter and longer terms can be accommodated depending upon unique circumstances.
- Work will be done predominantly in a Downtown Atlanta office.
- Interns are eligible for a fully subsidized MARTA pass.
- Employment is provided through the Atlanta Downtown Improvement District (ADID). ADID is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin.
- Full COVID-19 vaccination is required.

TO APPLY

Interested applicants should e-mail a cover letter and their resume to Noa Hecht, nhecht@atlantadowntown.com. Applicants must communicate via cover letter details regarding their availability including how many hours per week can be worked, as well expectation regarding the duration of an internship.

Only those applicants deemed qualified will be contacted. No phone calls, please.