



2014 INTERNSHIP OPPORTUNITIES

The **Urban Design Studio of the Los Angeles Department of City Planning** actively seeks Volunteer Intern candidates. Successful candidates will be working closely with professional level planners on policy, research, and community outreach efforts. Although these positions are unpaid and on a voluntary basis, the internships offer an enriching experience for new planners or students wishing to gain hands-on experience in urban planning and design.

Position Summary:

The Studio is working on a number of exciting and challenging projects. Studio Interns will gain hands-on, practical experience working on planning and design issues affecting the City of Los Angeles, and will be assigned a variety of projects revolving around design guidelines for the City of Los Angeles, including but not limited to the Citywide Design Guidelines, Downtown Design Guide and Street Standards, Small Lot Design Guidelines, Walkability Checklist, and the Bikeable Design Toolkit. Internships will be based around the completion of projects, including the revision, implementation, and presentation of these guidelines.

Tasks May Include:

- Design guideline development, report preparation, and presentation
- Review of development projects for conformance with applicable design guidelines
- Financial analysis of development projects for internal studies
- Graphics preparation using Illustrator, InDesign, PhotoShop, SketchUp, or GIS
- Preparation of presentations for staff training, project review, and community meetings
- Issue-specific research and analysis, including field surveys
- Data entry and records management

Essential Skills:

- Experience or education in Urban Planning, Landscape Architecture, Architecture, Real Estate Development, or Public Policy
- Proficiency with Microsoft Word, Excel, and Powerpoint required
- Experience with GIS, SketchUp, Photoshop, Illustrator, InDesign preferred
- Available minimum 16 hours per week for minimum of 3 months
- Individuals who are highly motivated, creative, and curious with strong graphical, analytical, and presentation skills are strongly encouraged to apply.



Please Note:

- Interns spend their time working individually and collaboratively to complete assigned projects by the given timeline, under the assistance of the Head of the Urban Design Studio.
- Interns will be provided an action item list for each project assigned, detailing the project's description, objectives, deliverables, and an estimated date of completion.
- Interns will meet and report to the Head of the Urban Design Studio on a weekly basis to provide progress updates for their assigned project. Interns must prepare a weekly summary in preparation for each meeting detailing their project status and updates. These weekly summaries must be collected in the form of a progress journal and submitted to the Head of the Urban Design Studio upon completion of the project and internship.
- Extending an internship period is dependent upon successful completion of their action item list, and is at the discretion of the Head of the Urban Design Studio, providing that internship opportunities are still available.

Additional Benefits:

These internships are on an unpaid and volunteer basis. Successful candidates will have a great opportunity to gain practical hands-on planning experience, and meanwhile network and meet with other professionals in a multidisciplinary environment. Interns may also receive letters of recommendation from the Head of the Urban Design Studio for academic enrollment or professional references. Candidates will be asked to articulate their desired goals and outcomes for the internship based on their interests in planning. These may include student projects such as capstones, theses, or directed design research projects, and may be integrated into their project objectives.

To Apply:

Email your resume, cover letter, and documents to internship@urbandesignla.com. Writing samples, work samples, and portfolios are encouraged. In a separate document, please also answer each of the following questions:

1. How did you hear about the Urban Design Studio?
2. What is your area of interest in urban design?
3. What would you like to learn while interning here?
4. What time frame you plan for your internship?
5. What specific days of the week (minimum 2) would you commit?

All calls may be directed to the Urban Design Studio at (213) 978-1475. Applications are only accepted through internship@urbandesignla.com. No other forms of applications or communication will be considered.