Summer Youth CoLab High School Intern, Columbus, Ohio

About the Program
The Neighborhood Design Center (NDC), a 501c3 nonprofit organization formed in 1982, seeks high school interns to participate in the Summer Youth CoLab program. The program is a six-week paid summer internship introducing high-school students to design concepts and career opportunities. Through activities and field visits, interns will learn about architecture, landscape architecture, city planning + urban design, graphic design, and interior design.

With this knowledge, interns will have the opportunity to work as individuals and groups to develop a design for a space in Columbus and present their ideas to a jury of program stakeholders and design professionals. Interns and program staff will take ideas from paper and implement selected concepts in a real space. In addition to design skills, interns will also be able to develop soft skills like teamwork, communication, and problem solving, and have time to develop a portfolio and resume for mock interviews.

- Program Start: **June 24, 2024**
- Program End: **August 2, 2024**
- Schedule: **Monday–Friday, 9am – 2pm**
- Expected Weekly Commitment: **25 hours per week**
- Pay: **$13 per hour**
- Application Deadline: **5:00 PM Friday, May 3, 2024**

Who can apply
- Must be at least 14 years or older at the start of the program
- Enrolled in a school in Franklin County, with preference given to those in Columbus city limits
- Must be able to obtain all necessary work permits and/or guardian consent forms

What you'll do
Under the supervision of NDC staff and two program coordinators, selected applicants will learn, design, and implement a design project with positive impact in a Columbus (OH) neighborhood. Ideal candidates will be willing to work well in groups, be engaged in learning new skills, and help maintain a safe and fun environment for all. Additionally, the program expects:
- *Punctuality*: The Program begins at 9:00 AM. The expectation is that you arrive beforehand and are ready to engage at that time.
- *Good Communication*: We request interns communicate with staff regarding any absences, tardiness, and/or concerns.
- *Professionalism*: The Program is preparing interns for work readiness – in addition to punctuality and communication, interns should maintain good hygiene, respect all individuals associated with the program, mindful of places and spaces, and present themselves in an appropriate manner.
- *Ask Questions*: The Program is intended to be a safe space to learn and explore design. We ask interns to take pride in their work and ask questions.

Schedule of Activities
- **Week 1 | Design Studio Introduction**
  Explore Planning and Urban Design, Landscape Architecture, Architecture, Interior Design, and Graphic Design through activities and presentations.

- **Week 2 | Design Exploration**
  Explore design ideas as individuals and in teams, visit and document the site, and meet with project stakeholders. Learn more about resumes, design portfolios, and personal branding.

- **Week 3 | Design Review + Refinements**
  Develop design ideas in teams, present at a preliminary review, and continue to work on individual portfolios/resumes.

- **Week 4 | Final Design Presentations**
  Present design ideas, as a group, to a jury for final selection. Additional design refinements to follow jury's comments.

- **Week 5 | Project Implementation**
  Begin implementing selected design on site.

- **Week 6 | Program Wrap-Up**
  Wrap up implementation on site, including documenting project improvements, culminating in a final celebration with friends, family, program staff, and stakeholders.

How to Apply

There is no fee to apply for this program. However, as this is a paid internship, applicants must comply with legal requirements for employment, including obtaining a Minor Work permit (State of Ohio).

If interested in applying, please complete the application form here. Please note that applicants are required to obtain a letter of reference from a non-related adult. Applications received without this letter will not be accepted. Applications must be received by **5:00 PM Friday, May 3, 2024**.

Selected applicants will be invited to participate in a 30-minute virtual interview and notified of acceptance in the program by **May 24, 2024** to allow time to coordinate any work documents with your school.

Questions?

Email | programs@columbusndc.org
Call | 614-221-5001