

**2016-2017 BUDGET QUESTION**  
***Response to Request for Information***

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**DEPARTMENT:** Aviation and Convention Center

**REQUEST NO.:** 8

**REQUESTED BY:** Pool

**DATE REQUESTED:** 5/11/16

**DATE POSTED:** 5/24/16

**REQUEST:** I understand the summer intern programs for the Convention Center and Aviation Department will kick off soon. Please provide a report on the status of the program, an overview of the students, and summary of the program crafted.

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**RESPONSE:**

Austin Convention Center Department's Summer Intern Program Overview

**Planning Status:** In progress, on schedule

**Overview of Students:** The City's Human Resource Department (HRD) is currently working through the application, interview, and selection process and will provide the Austin Convention Center Department (ACCD) with the student information when available. ACCD has planned to interview the interns on June 23, 2016, during the first week of the program to determine placement within ACCD's business units.

**Program Summary:**

- HRD is concurrently conducting interviews with potential interns and ACCD will be assigned 20 students.
- ACCD & HRD – Supervisor Program Orientation is scheduled for May 17, 2016.
- ACCD – Intern onboarding scheduled for June 7-9, 2016.
- Intern Program set for June 20-July 29, 2016, 8am – 12pm each day.
- Intern orientation/tours/work assignments scheduled for Week 1, June 20-24, 2016.
- Weeks 2-6 – Interns will work in various business units within the Department, including HR, Sales, Marketing, Utilities, Retail, Purchasing, Events, Security, Finance, Parking, Maintenance, and Custodial.
- During the work assignments interns will learn how the business units collaborate to produce successful events, which lead to a positive economic impact on the community.
- Interns will be recognized during ACCD's Quarterly Business Meeting & Awards Recognition Event on July 29, 2016.
- Total internship program budget is \$25,000, which includes \$1,000 for each intern as well as \$5,000 in administrative costs paid to HRD.

## **2016-2017 BUDGET QUESTION**

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Aviation Department's Summer Intern Program Overview

**Planning Status:** In progress, on schedule

**Overview of Students:** The Aviation Department is working closely with the Manager of Youth and Family Services/Youth Initiatives Office in the Human Resources Department. Youth and Family Services is working with Austin Interfaith to have youth apply, interview and ultimately identify 20 students for the upcoming Summer Youth Internship program.

**Program Summary:**

- Aviation is working with the Youth and Family Services Office to ensure that the onboard process and criminal history background procedures are properly completed.
- The Family Services/Youth Initiatives Office have been coordinating with the youth and will handle all of the training/orientation in order to get the students ready for employment.
- Twenty interns will be hired for the 2016 summer period: 10 for the period June 13 – July 15, 2016; and 10 for the period July 18 – August 19, 2016.
- The interns will gain an introduction to the field of aviation and gain work experience as a City of Austin employee.
- They will be placed in various divisions throughout the airport including Property Management, Human Resources, Finance, Planning & Engineering, Safety, Security & Operations, Maintenance, and Customer Service where they will be trained, monitored, and evaluated in their assignments.
- The Youth and Family Services Office is coordinating a closing ceremony to be held during their last week of employment.
- Funding was provided by the Aviation Department for the payroll of 20 student internships (\$1,000 per intern), and \$5,000 for the administrative costs paid to HRD. An additional \$5,000 was provided for CareerFest in a partnership between the Aviation Department and the Youth and Family Services Initiatives Office.