
Fellow (temporary), NACTO's Global Designing Cities Initiative

Job title: Global Designing Cities Fellow

Start date: Late April/Early May

End date: December 2019 (this is a temporary position, not to exceed 6 months)

Type: Paid Fulltime Fellow

Location: New York City

The National Association of City Transportation Officials (NACTO) is seeking **two** full-time **fellows** for its Global Designing Cities Initiative (GDCI), a program of NACTO that aims to inspire a shift toward safe, sustainable, and healthy cities by reclaiming and transforming streets. We're looking for candidates in the fields of graphic design, illustration, urban studies, urban planning, transport planning, sustainability, or architecture with a passion for visual communication through graphics, drawings, maps, and illustrations. This is a temporary six-month position, with potential for extension depending on program funding.

Who we are

The [National Association of City Transportation Officials](#) (NACTO) is a 501(c)(3) non-profit association that represents large cities on transportation issues of local, regional and national significance. The [Global Designing Cities Initiative](#) (GDCI), is a program of NACTO. Launched in 2014, GDCI's mission is to inspire a shift toward safe, sustainable, and healthy cities through transforming streets. GDCI's work is informed by the strategies and international best practice captured in the [Global Street Design Guide](#).

What you'll do

The fellow(s) will support the team's road safety and sustainable mobility work by helping to develop graphics for supplemental publications to the [Global Street Design Guide](#). In this role, the fellow(s) will be responsible for the production of 3D graphics on Rhino, 2D plans and drawings on AutoCAD and Illustrator, and layout design in InDesign for the upcoming [Designing Streets for Kids](#) and [Designing for Safe Speeds](#) publications. Additionally, the fellow may provide drawing and production support the team's work in select international cities and NACTO's annual conference. For this position, NACTO-GDCI is looking for individuals with strong graphic communication skills, including demonstrated proficiency with AutoCAD, Rhino, and the Adobe Creative Suite (InDesign, Photoshop, and Illustrator).

The fellow(s) will be responsible for the following:

- **Technical drawings:** Support GDCI staff in the production of conceptual and technical design drawings using AutoCAD, Rhino, or other 2D or 3D software.
- **Publication support:** Support GDCI staff with the layout of publications and documents by creating relevant illustrations, diagrams, and layout for the upcoming publications.
- **Support with general graphic design:** Generate diagrams, charts, infographics, and other visual content for GDCI's publications, presentation decks, social media, and other materials.

(Note: Given two positions are being hired at the same time, there is room for matching complementary skills between fellows, allowing an applicant with exceptional Adobe graphics skills (with little to no 3D modeling skills) to complement an applicant with exceptional 3D modeling skills.

Who you are

The GDCI fellows must be self-directed and comfortable working with and taking direction from colleagues who travel frequently. Additionally, each fellow should be:

- **A strong visual communicator:** Able to clearly communicate and synthesize ideas and to represent designs and concepts visually. Proficient in Adobe Creative Suite (InDesign, Photoshop, and Illustrator) as well as 2D and 3D software (AutoCAD, Rhino, Sketchup) with a strong graphic sensibility and an eye for detail.
- **Collaborative:** Able to work iteratively, collecting feedback from colleagues and incorporating it into their work. The ideal candidate will be flexible and willing to pitch in to take on tasks whenever help is needed.
- **Organized and able to deliver on time:** Able to juggle multiple projects, stay organized, and meet deadlines. Must be able to communicate with teammates to clarify project scope and provide updates on progress when needed.
- **Passionate about creating graphics that communicate urban planning, design, and transportation ideas:** Applicants should have some relevant internship or work experience in the fields of graphic design, graphic communication, illustration, urban design, or architecture. Background knowledge in urban design, transportation planning, and sustainable mobility, as well as familiarity with the *Global Street Design Guide*, is a plus.

How to apply

- **Deadline for applications:** Applications accepted on a rolling basis—please **don't delay!** We are looking to hire as soon as possible.
- **Email applications to:** global@nacto.org
- **Email subject line:** Fellow | Your Firstname_Lastname
- **Attachments:** Include a short cover letter, resume, and relevant work samples demonstrating your skills in Adobe Creative Suite, AutoCAD, Rhino, and/or other similar programs.
- Send compiled materials in **one** PDF file with a maximum size of 25MB.
- Please be sure to include illustrations, drawings and graphics in work samples and note your specific contributions if it was a group effort.
- Review the [NACTO](#) publications for ideas on the type of graphics skills we're looking for.
- Applications submitted without work samples will not be reviewed or considered.
- Please note that following the interview, candidates may be given a short assignment to showcase your graphic design skills.
- **Work visas:** We encourage international candidates to apply. All candidates must have valid authorization to work in the US for at least six months.

Thank you for your interest and we look forward to hearing from you!

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience.