

# 2014

SUMMER INTERN  
& TRAINEE  
PROGRAM

**ACADIA**  
REALTY TRUST

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664 N MICHIGAN AVE - NEAR NORTH SIDE  
Chicago, IL



Acadia Realty Trust (“Acadia”) (NYSE: AKR), headquartered in White Plains, New York, is a fully-integrated equity real estate investment trust (“REIT”). Acadia drives growth across its dual – core and opportunity fund – operating platforms through the acquisition, ownership, redevelopment, and management of high-quality street-retail assets, urban mixed-use properties that contain a significant retail component, and supermarket or discounter-anchored shopping centers.

## INTERNSHIP PROGRAM

Acadia offers internships in various departments throughout the organization that provide hands-on learning in your specific area of interest. Summer interns are assigned a mentor who will provide guidance throughout the duration of their internship. Summer Interns will be encouraged to learn as much as possible about Acadia and how all of the various departments inter-relate during their experience with us. Interns are challenged with specific responsibilities and often get the opportunity to assist on highly-visible assignments. Summer interns are evaluated on their performance through a group presentation to senior management and key executives which provides the opportunity to highlight experiences and accomplishments and gain exposure within the organization. Successful summer interns may be asked to return to Acadia after graduation to join our nine month rotational training program.

### PREREQUISITES:

Acadia is seeking students who have completed their junior year in college. Successful candidates are highly

motivated to learn about the commercial real estate industry and possess excellent communication skills and a strong work ethic. Certain internship positions may involve travel and extended working hours.

### APPLICATION & INTERVIEW PROCESS:

Interested students should apply for summer internship positions by submitting a cover letter and resume to [careers@acadiarealty.com](mailto:careers@acadiarealty.com). As applications are reviewed, phone interviews will be conducted followed by office interviews at the Company’s headquarters in White Plains, NY. Application reviews and interviews begin in February of each year and offers are typically extended by early April. Summer internships at Acadia are designed to be 10 weeks and begin during the first full week of June once spring semesters have been completed at most schools.

- **DATES:** June - August
- **HOURS:** Varies
- **COMPENSATION:** Paid

## TRAINEE PROGRAM

Acadia is currently seeking qualified candidates to join its rotational training program beginning June 2014. The training program is structured for three 3 month rotations within selected departments for a total of nine months.

Trainees will be assigned a mentor who will provide guidance throughout the duration of the program. Trainees will be encouraged to learn as much as possible, and will have the unique opportunity to learn how several disciplines work at Acadia during this process.

The trainee should be prepared to work in a fast-paced team environment, and will finish the program having

gained broad experience in commercial real estate from varying perspectives.

Once the trainees have completed the nine month program, we will gather feedback from the respective departments for which they worked and evaluate the performance and make the decision whether to continue the relationship on a permanent basis.

- **DATES:** June - March
- **HOURS:** Varies
- **COMPENSATION:** Paid

# BCBGMAXAZRIA

BCBGMAXAZRIA



853 W ARMISTE AVE  
Chicago, IL

# PORTFOLIO SUMMARY

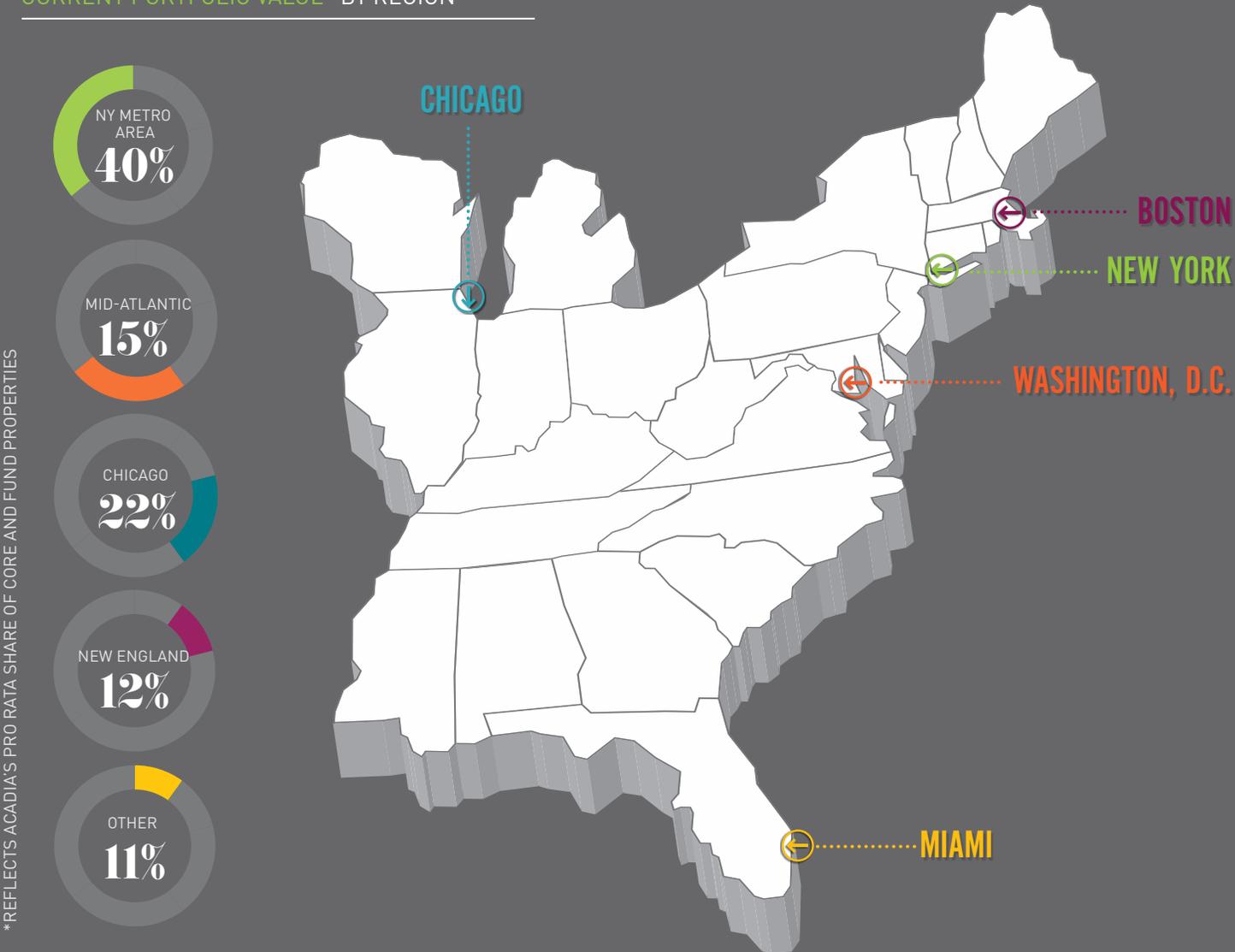
Between its core portfolio and its complementary Opportunity fund platform, Acadia currently has more than \$2.5 billion of assets under management.

Acadia continues to build a best-in-class core retail portfolio across the Northeast Megaregion and Chicago through the selective redevelopment of its existing assets and the acquisition of high-quality, well-located properties with strong internal-growth profiles. The company is navigating retailing crosscurrents by expanding its presence in key street/urban retail corridors and densely-populated suburban markets.

Acadia executes its opportunistic and value-add investment strategies through a series of institutional funds. Acadia is currently investing on behalf of its fourth fund, which has more than \$1 billion of leveraged, discretionary buying power.

In 2013, Acadia celebrated 15 years of disciplined, profitable growth as a public company. Between 1998 and 2012, Acadia achieved a 949% total shareholder return. In comparison, the shopping center REIT sector returned 248%.

## CURRENT PORTFOLIO VALUE\* BY REGION



\*REFLECTS ACADIA'S PRO RATA SHARE OF CORE AND FUND PROPERTIES

CROSSROADS SHOPPING CENTER  
White Plains, NY





# WHITE PLAINS, NY

**25** MILES NORTH OF MANHATTAN



**30** MINUTE LOCAL TRAIN ON THE MTA HARLEM LINE

**+29,000** COLLEGE STUDENTS RESIDING IN WHITE PLAINS



HOME TO THE COUNTY'S LARGEST CONCENTRATION OF RETAIL ACTIVITY

THE BIRTHPLACE OF THE STATE OF NEW YORK

**3** MAJOR MALLS

WESTCHESTER'S PREMIER BUSINESS MARKET




White Plains, situated just 25 miles north of Manhattan, has impressive credentials as one of the top suburban office and retail centers in the nation. White Plains is the Westchester County Seat and the center for corporate, retail, and Federal, State and County courts and offices. It offers a comprehensive, efficient, multi-modal public transportation system and is the gateway to both metropolitan and upstate New York, New England and other major northeast markets. It combines all the conveniences and quality of life of suburbia with success. The city is strategically located less than a 1 hour drive from four major metropolitan airports (JFK, Laganardia, Newark, and Westchester County Airport).

White Plains is a suburban city with a full accompaniment of urban amenities. A residential community of nearly 56,000, the population soars to more than 250,000 during the day

as workers, shoppers, and visitors arrive by car, rail, bus and plane. White Plains is Westchester's premier business market and is home to the county's largest concentration of retail activity. With three major malls and a dynamic, revitalized downtown featuring outstanding restaurants, boutiques and nightlife, White Plains is thriving.

Downtown White Plains has become a corporate hub attracting high technology firms, major corporations, and three colleges/universities (Pace University, Berkeley College, and Mercy College). With more than 3000 units of residential housing built or currently in the approval process in the downtown, it will soon become a major residential neighborhood as well. White Plains is viewed by residents and visitors alike as one of the most attractive and desirable cities in the state in which to live, work, shop and play.

# ACCOUNTING

Acadia is currently seeking a qualified intern to join its Accounting group and participate in various functions within our Accounting discipline. The successful intern will learn a variety of accounting strategies and assist in accounting functions throughout Acadia's portfolio.

1311 MAMARONECK AVENUE, SUITE 260, WHITE PLAINS, NY 10605



## JOB DESCRIPTION

Interns will be assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible, and will have the opportunity to learn how the other disciplines at Acadia work during the process. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in Accounting from a commercial real estate perspective.

### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Monthly and quarterly accounting close
- F/S preparation and footnotes
- Variance Analysis
- General ledger review
- Budget analysis
- Ensure compliance with Sarbanes Oxley

### QUALIFICATIONS:

- Must have completed their junior year in college.
- Must be an Accounting major with proficiency in MS Office
- Strong written and verbal communications skills
- Ability to prioritize challenging work schedules and multitask

# ACQUISITIONS

Acadia is currently seeking a qualified intern to join its Acquisitions group, who can participate in the identification, analysis and presentation of real estate acquisitions. The successful intern will learn a variety of Acquisitions / Finance strategies and assist in building institutional quality financial models.

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Acadia continues to build a best-in-class core retail portfolio across the Northeast Megaregion and Chicago through the selective redevelopment of its existing assets and the acquisition of high-quality, well-located properties with strong internal-growth profiles. The company is navigating retailing crosscurrents by expanding its presence in key street/urban retail corridors and densely-populated suburban markets.

Acadia executes its opportunistic and value-add investment strategies through a series of institutional funds. Acadia is currently investing on behalf of its fourth fund, which has more than \$1 billion of leveraged, discretionary buying power.

## JOB DESCRIPTION

### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Assists in evaluating potential acquisitions, redevelopments, and ground-up developments to be presented to senior management.
- Building institutional quality financial models using Excel and Argus.
- Assist in the acquisition due diligence and closing process.
- Assist writing detailed Investment Committee memoranda.

### QUALIFICATIONS

- Must have completed their junior year in college.
- Must be Business, Finance or Economics majors with proficiency in MS Office applications.
- Strong written and verbal communications skills
- Ability to prioritize challenging work schedules and multitask
- Highly self-motivated

Interns are assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible about Acadia and how Acadia's various departments collaborate throughout the acquisitions process. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in the financial analysis of retail-focused commercial real estate.



**SUBMIT COVER LETTERS & RESUMES TO**  
**CAREERS@ACADIAREALTY.COM**  
& CONNECT VIA  

# CONSTRUCTION

Acadia is currently seeking a qualified intern to join its Construction department, who can provide assistance with the overall management of the construction process of large scale retail properties. The successful intern will learn a variety of Construction strategies, including estimating, purchasing, construction cost analysis and budgeting.

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## JOB DESCRIPTION

Interns are assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible about Acadia and how all of the various departments inter-relate during their experience with us. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in how successful retail and commercial real estate properties operate.

## INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Assist in the development of cost effective plans for the completion of projects, by systematically evaluating the available resources, and utilizing them in a manner that best suits the needs of the individual project.
- Assist in the selection and coordination of subcontractors' work on various phases of a project
- Assist in the preparation of project estimates, bid packages and bid comparisons
- Attend pre-bid meetings
- Assist in the review of architectural and engineering drawings to ensure that all specifications and regulations are being followed
- Assist in the Due Diligence process associated with potential corporate acquisitions
- Assist the Project Manager in the tracking and control of the construction schedule and project costs

## QUALIFICATIONS

- Must have completed their junior year in college.
- Must have a genuine interest in the Construction business and be seeking an engineering degree
- Ability to prioritize challenging work schedule/ multitask
- Highly self-motivated



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# HUMAN RESOURCES *(HUMAN CAPITAL)*

Acadia is currently seeking a qualified intern to join its Human Capital group, who can participate in day to day HR matters. The successful intern will learn a variety of HR strategies and assist in Talent Acquisition and employee relations matters.

1311 MAMARONECK AVENUE, SUITE 260, WHITE PLAINS, NY 10605

## HUMAN CAPITAL



## JOB DESCRIPTION

Interns are assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible about Acadia and how all of the various departments inter-relate during their experience with us. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in HR matters from a commercial real estate perspective.

### QUALIFICATIONS:

- Must have completed their junior year in college
- Must be an HR or Business major
- Strong written and verbal communications skills
- Strong interpersonal and “customer service” skills
- Ability to prioritize challenging work schedule/multitask
- Highly self-motivated

### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Talent Acquisitions
- On-Boarding
- Training and Development
- Performance Management
- Policy Recommendation
- Employee Benefits
- Employee Relations

# INFORMATION TECHNOLOGY

The Acadia IT department intends to offer a paid internship to a student enrolled in an accredited Computer Science program. This is a great opportunity to work in a real-world, high-tech environment. This is an entry-level IT position that requires expertise & knowledge in the discipline of Information Technology.

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## JOB DESCRIPTION



### FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Provide day-to-day support of desktop PC software applications via the help desk system
- Log service requests as open tickets, maintain status, and provide follow-up both to end users and to senior members of the IT team
- Schedule and install new hardware and software applications. Imaging desktops/laptops
- Perform preventative maintenance on computer equipment
- Hardware inventory and recycling of old equipment
- Active Directory administration
- Perform special projects as assigned by the Director of IT
- May work on Disaster Recovery or Security Projects

Under supervision, the IT Intern will provide technical and troubleshooting analysis for the end user community. Log and track all IT equipment issues in the help desk system. Resolve end user problems either remotely or through visits to the desktop. Appropriately escalate business system, server, or network issues to other members of the IT team. Serve with a positive, customer-service attitude, and work on special IT projects as assigned by the team.

This position works primarily in an office setting. Some travel may be required to complete duties, such as user assistance and training at one of our properties. Lifting of equipment (10-50 lbs, personal computers, monitors, etc.) is required in the daily duties of this position.

### QUALIFICATIONS EDUCATION AND EXPERIENCE

- Enrollment in a 4-year institution in a computer science-related program.

### KNOWLEDGE, SKILLS & ABILITIES

- Install software applications and upgrades on desktop personal computers.
- Windows XP SP3, Windows 7
- Microsoft Office applications including Word, Excel, Access, PowerPoint, Project and Visio.
- Basic understanding of TCP-IP networking concepts in a LAN & wireless LAN environment.
- Basic understanding of Active Directory and Group Policy in a Windows Server environment.

# LEASING

Acadia is currently seeking a qualified intern to join its Leasing team, who can participate in the full cycle of the deal making process. The successful intern will learn a variety of Leasing strategies and support the Director of Leasing in a professional and well organized manner.

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## JOB DESCRIPTION

Interns are assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible about Acadia and how all of the various departments inter-relate during their experience with us. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in Leasing matters from the landlord side of commercial real estate.

### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Possible travel including air and ground transportation.
- Canvass local retailers to generate new leads.
- Research competitive market information and maintain understanding of market dynamics and trends.
- Prepare materials for meetings and presentations, including assisting with compiling information creating reports and preparing/maintaining PowerPoint presentations.

### QUALIFICATIONS:

- Must have completed their junior year in college.
- Business major.
- Strong written and verbal communications skills
- Strong knowledge of MS Word, Outlook, PowerPoint and Excel
- Ability to prioritize challenging work schedule/ multitask
- Highly self-motivated



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# LEGAL

Acadia is currently seeking a qualified intern to join its in-house Legal group, who can participate in commercial real estate and general corporate matters. The successful intern will learn a variety of Legal strategies and assist in drafting commercial retail leases and related documents representing landlords.

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## JOB DESCRIPTION

Interns are assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible about Acadia and how all of the various departments inter-relate during their experience with us. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in Legal matters from a commercial real estate perspective.

### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Review commercial retail leases and aid in the negotiating and drafting of related documents representing landlords
- Assist with commercial real estate transactions, including acquisitions, dispositions and financings
- Coordinate with in-house departments on real estate matters
- Assist with general corporate matters including limited liability companies, operating agreements and joint venture agreements.

### QUALIFICATIONS:

- Must have completed their junior year in college.
- Must be a Law major.
- Strong written and verbal communications skills
- Strong interpersonal and “customer service” skills
- Ability to prioritize challenging work schedules and multitask
- Highly self-motivated

# MARKETING

Acadia is currently seeking a qualified intern to join its Marketing group and participate in various functions within the Marketing discipline.

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## JOB DESCRIPTION

The successful intern will learn a variety of Marketing strategies and assist in various functions to promote the Acadia brand. The ideal intern will be an effective communicator (both written and oral) with the ability to articulate and express thoughts and ideas clearly. This is a great opportunity to design and develop a comprehensive marketing portfolio while gaining an understanding of the inner workings of a commercial real estate firm.

Interns will be assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible, and will have the opportunity to learn how the other disciplines at Acadia work during the process. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in marketing from a commercial real estate perspective.

### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Assist the Marketing Team on a large scale photo organizational project
- Collaborate with Marketing Team on new ideas and directions for materials
- Assist the Marketing Team on all materials requested such as Tear Sheets, Presentations, Advertisements, as well as assembling when needed
- Assist in the preparation of industry conventions and internal events
- Assist in the representation of Acadia online including website upkeep and tracking social media analytics

### QUALIFICATIONS

- Must have completed their junior year in college.
- Strong written and verbal communications skills
- Ability to prioritize challenging work schedules and multitask
- Working knowledge in word, PowerPoint and Excel is a must
- Proficiency in Adobe CS Suite (Illustrator, InDesign, Photoshop) highly desired
- Knowledge of HTML and graphic design a plus



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# PROPERTY MANAGEMENT

Acadia is currently seeking a qualified intern to join its Property Management group, who can participate in the day-to-day operations of retail and commercial real estate properties. The successful intern will learn a variety of Property Management operational strategies, including tenant relations and the selection and supervision of service companies through job shadowing.

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## JOB DESCRIPTION

Interns are assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible about Acadia and how all of the various departments inter-relate during their experience with us. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in how successful retail and commercial real estate properties operate.



### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Commercial real estate management with an emphasis on retail store & shopping center management
- Budgeting and forecasting
- Assist in bidding, negotiating & managing vendor contracts
- Involvement in building & mechanical systems.

### QUALIFICATIONS

- Must have completed their junior year in college.
- Must have an interest in the property management business.
- Strong written and verbal communications skills
- Strong interpersonal and “customer service” skills
- Ability to prioritize challenging work schedules and multitask
- Highly self-motivated

# TAXATION

Acadia is currently seeking a qualified Tax intern to join its Taxation / Accounting group and participate in the day-to-day functions of the department. The successful intern will learn a variety of Taxation strategies including accounting, compliance, research and transactional projects throughout Acadia's portfolio.

1311 MAMARONECK AVENUE, SUITE 260, WHITE PLAINS, NY 10605



## JOB DESCRIPTION

Interns will be assigned a mentor who will provide guidance throughout the duration of their internship. Interns will be encouraged to learn as much as possible, and will have the opportunity to learn how the other disciplines at Acadia work during the process. The intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in Tax Accounting from a commercial real estate perspective.

### INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Maintenance of a tax compliance calendar & various control schedules to ensure all governmental tax filings are prepared and filed in a timely manner
- Providing necessary tax information to third parties investors and joint venture partners in a cordial and timely manner
- Preparation of excel based tax work books to support completed federal, state and local tax returns that will be prepared internally and externally
- Preparation of various informational tax returns including 1099-Div, 1099-OID, 1099-Int and various state and local filings
- Preparation of the quarterly REIT Compliance Testing to support and maintain REIT status

### QUALIFICATIONS

- Must have completed their junior year in college.
- Must be Business, Accounting, Finance majors with proficiency in MS Office
- Strong written & verbal communications skills
- Ability to prioritize challenging work schedules and multitask



**SUBMIT COVER LETTERS &  
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**DEADLINE TO APPLY:** FEBRUARY 28, 2014  
**WEBSITE:** WWW.ACADIAREALTY.COM  
**PHONE:** (914) 288-8100  
**HEADQUARTERS:** 1311 MAMARONECK AVE, STE 260  
WHITE PLAINS, NY 10605

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REALTY TRUST

**CITY POINT**  
Brooklyn, NY

