

# 2015

SUMMER INTERN  
& TRAINEE PROGRAM

**ACADIA**  
REALTY TRUST

## WELCOME

*Acadia Realty Trust (NYSE: AKR), headquartered in White Plains, New York, is a fully-integrated, self-managed and self-administered real estate investment trust (“Acadia”). Through our REIT and Opportunistic Fund investment platforms, Acadia is focused primarily on the acquisition, ownership, redevelopment and management of retail properties, including neighborhood and community shopping centers, urban high-barrier-to-entry street retail, and mixed-use properties with retail components.*

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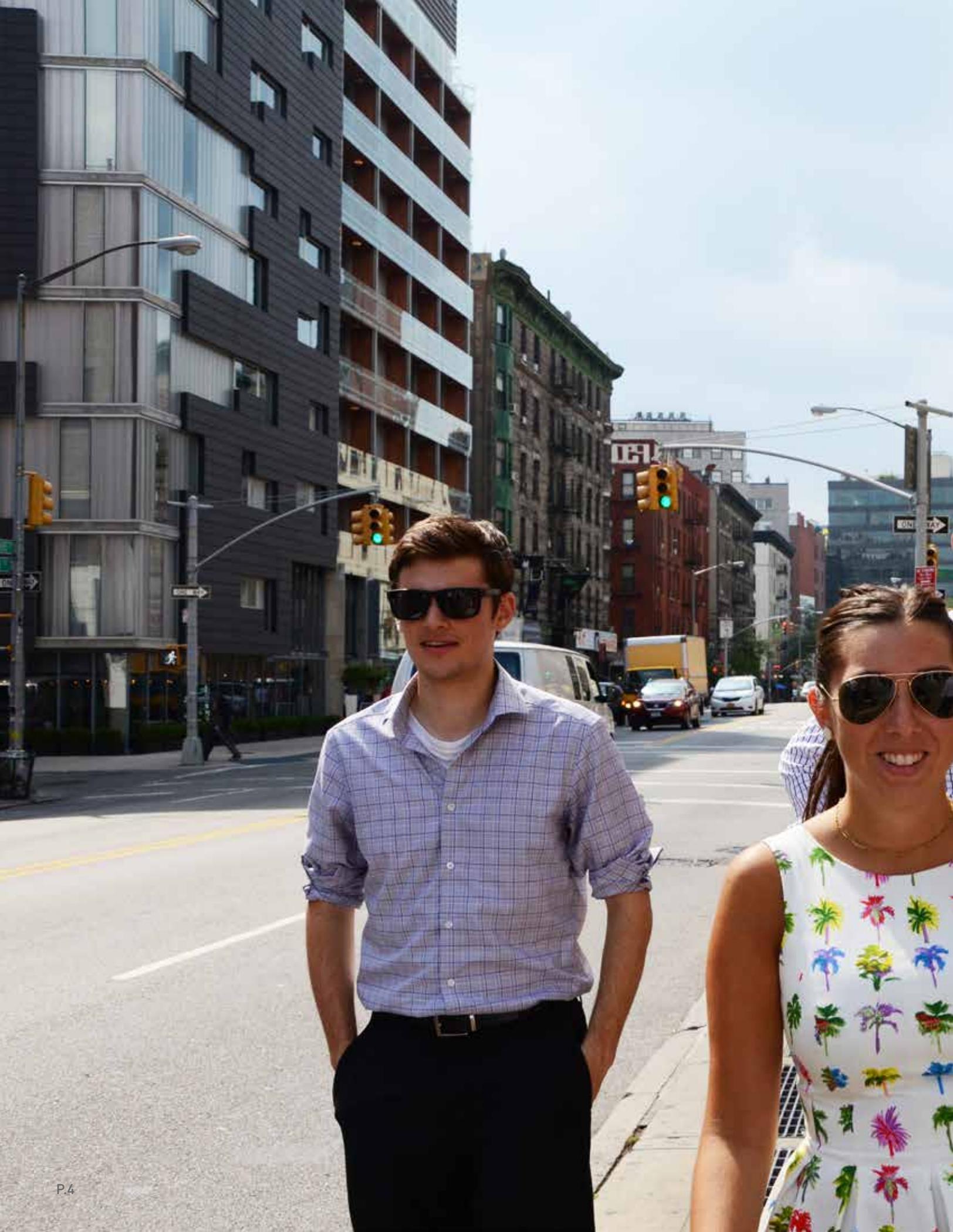
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THIS PAGE'S PHOTO: SUMMER OF 2013 PROPERTY TOUR OF ACADIA'S SOHO PROPERTIES. FOLLOWING PAGE'S PHOTOS: TOP TO BOTTOM, LEFT TO RIGHT: SVP LUNCH AND LEARN, COMPANY OUTING TO A YANKEE GAME, HABITAT FOR HUMANITY COMPANY OUTING, SUMMER OUTING, LONG ISLAND PROPERTY TOUR, AN ACADIA GROUP AT THE COLOR RUN, HABITAT FOR HUMANITY COMPANY OUTING, CITY POINT TOPPING OUT EVENT IN BROOKLYN, SUMMER OUTING 2014, MANHATTAN PROPERTY TOUR, SUMMER OF 2014 INTERNS, ACADIA REPRESENTED AT A CAREER FAIR.







840 N MICHIGAN AVENUE - THE GOLD COAST  
Chicago, IL



### 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. 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.

## 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.

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

## TRAINEE PROGRAM

At Acadia our people are the cornerstone of our success. For this reason, we remain committed to filling our talent pipeline with the best and brightest recent college graduates, and invite them to apply to our corporate training program beginning June 2015.

As a Trainee, you will be immersed in nine months of training, gaining hands-on experience in all facets of commercial real estate. Trainees will be assigned a mentor who will provide guidance throughout the duration of the program. Trainees 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 trainee has successfully completed the nine

month program, we will gather feedback, evaluate on-the-job performance and identify company need to determine if a permanent opportunity will be extended.

### QUALIFICATIONS:

- Must be a recent college graduate
- Must have a strong interest in the Real Estate Industry
- Strong written and verbal communications skills
- Ability to prioritize challenging work schedule/multitask

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

CROSSROADS SHOPPING CENTER  
White Plains, NY

DSW  
DESIGNER SHOE WAREHOUSE



# WHITE PLAINS, NY



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.

## 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

## 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



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# 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 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.

### 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



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# 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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# 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

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.

## 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

## 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



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# MARKETING

Acadia is seeking an Entry Level Trainee to join the Marketing Team and assist in all day-to-day operations, internal and external communication, and even flex your graphic design muscle. Are you up for the challenge?

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## WHAT'S THE OPPORTUNITY?

Acadia's Marketing department is less than three years old. You'll be joining a team that has a lot of flexibility to influence the direction of the department – so much has already happened in three years and you'll be on the upward swing which is a unique opportunity. We are looking for a dynamic team member to learn as much as he/she can in a very hands-on environment who enjoys collaborating with every other department in the company.

## WHAT DOES THE MARKETING DEPARTMENT DO AT A PUBLICLY TRADED REIT?

Acadia is not your typical REIT. We do 'big things' with a relatively small team. The CEO is very involved with each department and Marketing gets an incredible amount of face-time with the C-Suite and Senior Management Teams here. Interdepartmental collaboration is key. Our portfolio is diverse and getting more exciting each day. Your days in Marketing could range from working deep into the backend of a Wordpress site, to creating a giant leasing graphic that will cover a building in SoHo, to entering data into our time tracking program, to spending a few days at a convention and networking with industry big-wigs and showcasing your materials.

## WHO ARE YOU LOOKING FOR?

### YOU:

- Possess strong skills with software programs specifically the Adobe Creative Suite and PowerPoint.
- Solid Illustrator, InDesign, Photoshop and PowerPoint skills, including the ability to create/modify/render graphics.
- Have a 4-Year College Degree
- Are self-motivated and confident in your planning and organizational skills, and work well under deadlines
- See an ad on the street and start re-designing it in your mind.
- Are willing to assist in creating and maintaining all marketing collateral, presentation materials, both internal and external.
- Are ready to create and distribute email blasts.
- Are willing to assist with any form of research needed to aid in the creation of material.
- Are excited to assist in all industry wide conventions. Some travel may be required.
- Are an organized being and will help maintain our intricate file structure to aid in efficiency within the marketing department as well as company wide.
- Are familiar with creating promotional materials and willing to assist in all collateral for corporate events including Board Meetings, Company Outings and Wellness Initiatives.
- Work enthusiastically in a team atmosphere, promoting collaboration and idea sharing verbally through actions.
- Are comfortable with learning software/new skills, such as industry-specific software to create map deliverables.
- Posses strong writing and communication skills, both with creating presentations and marketing tools, as well as with day to day communication with Marketing Team and across all departments.
- Have experience with HTML, Wordpress or Joomla (a plus).

### WE:

- Value self-awareness and positive energy and work with the 4 I's in mind: Integrity, Intensity, Intelligence, and Innovation.
- Work hard because we love what we're doing, but also believe in balance – we encourage you to be involved in our company social functions and wellness activities.
- Value those that have a team-player attitude, dealing effectively with coworkers and clients at all levels.
- Encourage ongoing education. While we expect a solid foundation of Adobe Program skills, we are more than happy to send you to ongoing training for the programs whether in webinar format or at a local class.
- Are excited to hear from you

## IT'D BE A BONUS IF YOU...(DON'T WORRY, NOT REQUIRED)

- Are well-versed in video-editing software
- Know coding
- Took Real Estate courses in school
- Love photography



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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

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## 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



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# 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.

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## 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



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Deadline to apply: March 31, 2015

Website: [www.acadiarealty.com](http://www.acadiarealty.com)

Phone: (914) 288-8100

Headquarters: 1311 Mamaroneck Ave, Suite 260, White Plains, NY 10605

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