



Position Description: Marketing & Communications Intern

The Museum seeks a creative, energetic Marketing and Communications intern who is passionate about the arts and eager to gain real world experience working in public relations at a New York City cultural institution.

The Marketing and Communications Intern will assist with all aspects of promoting the Museum, including audience development, media research, campaign design, social media marketing, digital advertising, event planning, media tracking, data reporting and analysis, and some administrative tasks. The ideal candidate is creative, energetic, detail-oriented, passionate about the arts, and eager to gain real world experience working in marketing and public relations at a New York City cultural institution. Responsibilities will include research and other tasks, and the opportunity to complete one to three special projects designed to enhance a professional portfolio. Applicants must be willing to commit to 15 hours per week for a minimum of three months. A flexible work schedule is available.

Qualifications:

- Must be enrolled in college or graduate school
- Excellent writing, editing, and proofreading skills
- Ability to multitask and produce high-quality work by deadline
- Thorough knowledge of Microsoft Office and Adobe Creative Suite
- Interest in communications and marketing for museums and cultural institutions
- Passion for New York City and sense of humor is a plus!

The Marketing & Communications Intern must commit to 15 hours per week for a minimum of three months. The Museum provides a flexible work schedule to accommodate academic and work commitments.

The Marketing & Communications Internship is an unpaid position.

To Apply:

Complete the Museum's [internship application](#), and send a resume and cover letter to pressoffice@mcny.org.

The Museum of the City of New York is an equal opportunity employer.