Collections Internship
Museum of the City of New York – American Art Collections

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. The Museum is riding an exciting wave of success and is in the midst of a revitalization of its mission and operations, which centers on the renovation and expansion of its historic building, the advancement of the stewardship of its collections, and new and ambitious exhibitions, publications, and public and school programs.

The Museum of the City of New York seeks graduate student interns to assist the American Art Specialist with various Decorative Arts, Furniture, Paintings, and Sculpture Collections projects currently underway at the Museum's offsite collections facility, located in Brooklyn. Tasks will include collections storage re-organization, collections inventory and assessment, condition reporting, object cataloging, metadata recording, and processing. The intern will become familiar with the Cataloging Cultural Objects (CCO) data content standard and established museum best practices for the care of diverse media and object types.

Appropriate candidates will be currently enrolled in Master's program in Material Culture Studies, History of Decorative Arts, American Art History, Museum Studies, or a related field. Preferred skills and qualifications include previous coursework working with cultural objects; familiarity with CCO data content standard; knowledge or demonstrated interest in New York City history; exposure to collections management systems such as Museum Plus, ARGUS, PastPerfect, or TMS; and experience handling fragile objects.

The Internship requires a minimum commitment of one full day a week (7 hours), scheduled on Mondays or Wednesdays, though two days a week is preferred. Internships are unpaid. Preference will be given to students completing the internship for course credit.

To apply: Please send a cover letter and resume to Leslie Gerhauser, American Art Specialist, via email at lgerhauser@mcny.org

Founded in 1923 as a private, non-profit corporation, the Museum connects the past, present, and future of New York City. It celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. It serves the public through exhibitions, school and public programs, publications, and collections.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.