

## Museum of the City of New York

### Position Description: Collections & Traveling Exhibitions Intern



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. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks an intern to work with the Collections Department in conjunction with the traveling exhibitions program. The internship will begin immediately, and continue through the end of May. The internship requires a minimum commitment of one day a week. The position reports to the Vice President of Museum Collections, and interacts with other members of the department. This internship will provide the opportunity to learn a great deal about museums across the nation and abroad, exposure to the logistics of traveling an exhibition, and will introduce the intern to hands-on skills needed to maintain exhibitions during installation. Preference will be given to student completing the internship for credit (internship is unpaid).

#### Responsibilities:

- Conduct research to create a database of national and international museums that could serve as appropriate venues for the Museum of the City of New York's traveling exhibitions.
- Reach out to museums to confirm appropriate staff contacts, programming lead time, and areas of interest.
- Support Registrars, Manager of Exhibition Installation, and Director of Installation with day to day maintenance of exhibitions currently installed at the Museum of the City of New York.
- Other Collections Department support as needed.

#### Qualifications:

- Currently enrolled in a Museum Studies Master's program or related field.
- Well versed with basic computer software, especially Microsoft Excel.
- Knowledge or demonstrated interest in topics related to New York City.
- Ability to work independently.
- Attention to detail.

Please email your resume and cover letter to [collections@mcny.org](mailto:collections@mcny.org). To be considered, please include *Traveling Exhibitions Intern* within the subject line of your email. Alternatively, you may mail your resume with cover letter to the Museum of the City of New York, Attention: Human Resources Department, 1220 Fifth Avenue, New York, New York 10029.

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. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.