



The Museum of the City of New York seeks a graduate student intern to work on various projects currently underway with the Theater Collection and Manuscripts and Ephemera Collection including object cataloging, re-housing, and collection processing. Tasks include, but are not limited to conducting condition assessments, recording physical metadata such as dimensions and locations, and/or creating descriptions for finding aids. Interns will become familiar with the Cataloging Cultural Objects (CCO) data content standard, gain experience in object handling, and investigate the unique challenges of describing archival collections in a museum setting. Interns will work alongside Museum's Associate Curator for the Theater Collection and the Collections Access Archivist.

Appropriate candidates will be currently enrolled in Master's program in Information and Library Science or Museum Studies. Preferred skills and qualifications include previous coursework working with cultural objects; familiarity to CCO data content standard; knowledge or demonstrated interest in New York City history; exposure to collections management systems such as PastPerfect, MuseumPlus, or TMS; and experience handling fragile objects.

The Internship requires a minimum commitment of two full days a week (14 hours total), scheduled during the Monday - Friday workweek for the duration of a semester. 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 Morgen Stevens-Garmon, Associate Curator, Theater Collection via email at [mgarmon@mcny.org](mailto:mgarmon@mcny.org).

### **About the Museum**

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.

*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 decision are based solely on relevant criteria including training, experience, and suitability.*