



Collections Internship

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 of the City of New York seeks a graduate student intern to work on various projects currently underway with the 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 the Collections Access Archivist (steward for the Manuscripts and Ephemera collection).

Appropriate candidates will be currently enrolled in a 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.

HOW TO APPLY

If you are interested in applying for this opportunity, please send a cover letter describing your background and why you would like to work in the Collections Department to the Museum of the City of New York, Attention: Emily Chapin, Collections Access Archivist via email at echapin@mcny.org.

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.