



## **Position Description: Digital Projects 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. The Museum seeks a Digital Projects Intern as an apprenticeship under the Vice President, Marketing Communications. The role is a researcher, storyteller, and project manager all in one, and helps with the expansion and awareness of the Museum of the City of New York's brand and digital footprint by identifying, curating, and marketing our exhibitions and collections in digital applications (apps, online channels) that reaches both our on-site visitors and digital community.

The Digital Projects Intern will explore the Museum's collection for related materials and work with the curatorial team to uncover the stories that didn't make it into the final script. He/she will then tell these stories in an accessible and engaging way, potentially working with text, video, audio, and images. Finally, this role will work with partners and funders to build, implement and market these stories within digital products (apps, podcasts, video series) and on the Museum's owned channels. A current Marketing, Communications, History or Museum Studies Bachelor, Masters or PhD candidate with an excellent grasp of technology would be an excellent fit.

### **Responsibilities:**

- Research numerous Museum exhibition topics, including within exhibition background research and the Museum collection, working with collections team to identify important Museum items to highlight exhibitions and intellectual property
- Regularly liaise with curatorial teams in the research and writing process to align storytelling with goals and philosophy of exhibition
- Identify themes and write engaging copy for our digital stories monthly
- Curate accompanying images, video, and sound for each digital story (where applicable)
- Work with exhibition team to design on-site and offline experiences
- Collaborate with partner development teams to build out stories within applications
- Research and identify new digital extensions for the Museum to consider
- Support design of on-site signage and collateral

### **Qualifications:**

- Proven interest in storytelling and interpreting history for a general audience
- Experience working with digital products or exhibition design is highly desirable
- Superb written communication skills with experience writing in a pithy and engaging style
- Excellent verbal communication skills and ease with collaborating across multiple departments
- Strong project management skills with a high level of organization and attention to detail

The Marketing & Communications Intern must commit to 18 hours per week for a minimum of three months. The Museum provides a flexible work schedule to accommodate academic and work commitments

### **To Apply:**

Please email resume and cover letter to the Museum of the City of New York, Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Digital Projects Intern** within the subject line of your email.

### **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 is located at the top of Museum Mile across from Central Park's Conservatory Gardens.

### **Our History**

The Museum of the City of New York was founded in 1923 by Henry Collins Brown, a Scottish-born writer with a vision for a populist approach to the city. The Museum was originally housed in Gracie Mansion, the future residence of the Mayor of New York. Hardinge Scholle succeeded Henry Brown in 1926 and began planning a new home for the Museum. The City offered land on Fifth Avenue on 103rd-104th Streets and construction for Joseph H. Freedlander's Georgian Colonial-Revival design for the building started in 1929 and was completed in 1932.

During the next few decades, the Museum amassed a considerable collection of exceptional items, including several of Eugene O'Neill's handwritten manuscripts, a complete room of Duncan Phyfe furniture, 412 glass negatives taken by Jacob Riis and donated by his son, a man's suit worn to George Washington's Inaugural Ball, and the Carrie Walter Stettheimer dollhouse, which contains a miniature work by Marcel Duchamp. Today the Museum's collection contains approximately 750,000 objects, including prints, photographs, decorative arts, costumes, paintings, sculpture, toys, and theatrical memorabilia.

*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.*