



Position Description: Marketing & Communications 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 creative and energetic Marketing & Communications Intern who is passionate about the arts and eager to gain real world experience working in public relations and marketing at a New York City cultural institution. The Marketing & Communications Internship is an unpaid position.

The Marketing & Communications Intern will assist with all aspects of promoting the Museum, including audience development, media research, campaign design, social media marketing, digital advertising, event planning, media tracking, data reporting and analysis, and administrative tasks.

The ideal candidate is creative, energetic, detail oriented, passionate about the arts, and eager to gain real world experience working in marketing and public relations at a New York City cultural institution. Responsibilities include research and other tasks, and the opportunity to complete one to three special projects designed to enhance a professional portfolio. Interns who demonstrate proficiency in the tasks they are assigned will enjoy abundant opportunities to expand their responsibilities to include higher level tasks, including but not limited to pitching reporters directly, conceiving and executing marketing plans, and event planning and management.

Qualifications:

- Must be enrolled in college or graduate school
- Excellent writing, editing, and proofreading skills
- Ability to multitask and produce high-quality work by deadline
- Thorough knowledge of Microsoft Office and the Adobe Creative Suite
- Knowledge of social media channels and platforms
- Passion for New York City and sense of humor is a plus!

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. To be considered, please include **Marketing & Communications 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.