

Internship in Museums and Community Collecting

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 is seeking a one-day a week Collections Intern to support efforts to document the Coronavirus pandemic and racial justice movement here in New York City. The Museum has launched an open call to the community for objects –

<https://www.mcny.org/story/anxiety-and-activism-help-museum-collect-artifacts-document-unprecedented-events-2020> - and also initiated direct outreach to a number of organizations and individuals. Submissions thus far include: signage advising of social distancing guidelines, a journal chronicling a New Yorker’s experience fighting the disease and adjusting to the current way of life, posters used in racial justice marches, and examples of personal protective equipment (PPE).

The Collections Intern will play an important role in this large-scale community collecting initiative. The successful candidate will work closely with and learn from members of the Museum’s Collections and Curatorial departments about the collections accessioning process, which is the manner in which a museum acquires objects in order to grow its collection. The internship will provide direct access to museum staff with several years of professional experience and the opportunity to sit in on decision-making meetings to evaluate potential accessions. The selected intern will have the potential to impact the Museum’s documentation of this unprecedented moment in our city’s history through the objects we collect.

The Collections Intern will leave the internship having gained valuable skills in collections management and first-hand experience with community collecting initiatives at one of New York City’s leading nonprofit museums. The intern will also be invited to attend sessions for all the Museum’s interns, which will provide opportunities to learn about roles in the different departments of the Museum.

The Museum believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. The Collections internship is designed to foster the interest of historically under-represented students who are interested in learning more about the museum profession. All work will be carried out remotely, working approximately 6 hours a week, at a rate of \$15/hour. Intern must commit to a minimum of 12 weeks.

Roles and Responsibilities:

- Track Submissions to the Open Call
 - Log all submissions in tracking document.
 - Follow-up via email to obtain more information and photographs of submissions, as needed.
- Evaluation

- After receiving training in established collecting criteria and goals for the Museum, make recommendations to curatorial and collections staff on submissions for consideration.
- Consult with registrarial (collections records) team to discuss condition and physical stability of submissions, as part of the object acquisition process. Proposal
 - Prepare draft accession proposal memos in consultation with curatorial and collections staff.
 - Attend (virtual) staff meetings, as intern's schedule allows, to discuss submissions and make final selections.
- Access and Outreach
 - Enhance cataloging for accepted accessions.
 - Collaborate with the Museum's social media team to conduct further outreach and build awareness by sharing new acquisitions on all channels.

A successful candidate will have:

- Strong interest in New York City history, current events, and museums in general.
- Recent college graduate or current student with significant progress toward an undergraduate degree in a humanities related area of study.
- Fluency in the MS Office suite, email, internet, and other digital applications.
- Highly organized, with excellent written verbal, written, and online communication skills.
- Ability to work independently or collaboratively.
- Students interested in pursuing further education or learning about fields in Museum Studies, Information Management, Archival Science, or Public History are also encouraged to apply.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position will conduct all work remotely, and no work is planned onsite at the Museum's main building located at 1220 Fifth Avenue at this time. Schedule can be flexible, but work should take place between the Monday – Friday, 9-5 work so that intern can be reached by staff. The intern may occasionally be invited to dial in for some meetings on a specific date and time that fall out of their preferred work schedule, but shall not be required to attend. Intern must have access to a computer and viable internet connection – this work cannot be accomplished via smartphone.

HOW TO APPLY

Please email your 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 **Collections Internship** within the subject line of your email.

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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically

associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.