

Public Programs 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. 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 Public Programs department is seeking an intern to join a professional, fast-paced work environment to assist with all aspects of Museum programming for adults, much of which is now virtual.

Roles and Responsibilities:

The Public Programs Intern will have the opportunity to contribute to many different projects, including, but not limited to:

- Conducting research for upcoming events
- Assisting with event set up (for virtual events, and potentially on-site events in Spring 2021)
- Customer service (processing ticket sales, answer inquiries)
- Promotional outreach

A successful candidate will have:

- Highly motivated, detail-oriented, personable, well organized, and self-starting
- Strong writing and interpersonal skills
- Experience with online platforms such as Zoom, InDesign, PowerPoint, and Microsoft Office a plus
- The intern should be either currently enrolled in college or graduate school or a recent graduate and have a passion for New York City history, cultural life, urban planning, architecture and design, and event planning.

Details:

Hours during the week are flexible, but the intern must be available to work one or more weeknight evenings per week. Occasional weekend hours may be required.

BENEFITS

This is an unpaid internship opportunity, although college credit may be offered depending on the intern's school requirements.

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 **Public Programs Intern** 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, 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.