

## **Annual Report Coordinator**

*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 an coordinator that will project manage and copywrite the Museum's Annual Report. The Museum's Annual Report is critical in the delivery of information about the Museum's performance over the past year. In addition to highlighting our major accomplishments, it is intended to excite and inspire readers about our work and thank donors for their support.

Reporting into the Director of Corporate Relations, the coordinator will play a critical role in developing a funder facing document that the Museum will use to cultivate and steward current and prospective funders leading up to and during our 100<sup>th</sup> Anniversary in 2023. This position is a 13 week internship, individual is required to work a minimum of 8 hours per week, and will receive a \$1600 stipend.

### **Roles and Responsibilities:**

- Write generalized text for the Museum's FY20 and FY21 Annual report.
- Copywrite and edit annual report to maintain consistency with brand voice, narrative structure, and formatting.
- Solicit Museum departments for feedback on Annual Report, providing enough lead time for review and responses.
- Incorporate feedback into revisions of the Annual Report.
- Research prospective corporate funders, as needed.
- Craft funder solicitation emails, as needed.

### **Qualifications**

- Currently seeking a bachelor's degree in communications, English, marketing, or similar fields or higher.
- Experience with project management and copywriting, a plus.
- Excellent communication skills, both written and verbal.
- Attention to detail, strong analytical and critical thinking skills.
- Commitment to diversity, equity, inclusion, and access principles in the workplace.
- Enthusiastic collaborator and a team player.
- Experience with Microsoft Office.

## Benefits

The position is eligible for part-time benefits including safe and sick leave, commuter benefits, and Employee Assistance Program. Flexible work hours, possibility for hybrid remote and onsite work schedule. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

## Working Conditions and Physical requirements

Administrative offices follow a Monday-Friday, 9-5 schedule. This position has the ability to work remotely or work in office as desired. The intern must be available to work during hours of business.

While performing the essential functions of job, the individual is regularly required to remain stationary seated at computer desk, with frequent use of repetitive motion, and fine motor skills for keyboarding. The individual must have the ability to lift a minimum of 20 lbs., troubleshoot and manage multiple projects with ease and calm. In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made upon request in accordance with applicable federal, state, and local law.

## HOW TO APPLY

Please email your resume and cover letter in pdf format 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 **Annual Review Coordinator** the subject line of your email. Please state desired salary in the 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. The Museum is an AAP employer.*