



#### Position Description: Education Marketing 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 Frederick A.O. Schwarz Children's Center at the Museum seeks a creative, energetic Education Marketing Intern who is currently attending college or graduate school and has a background and interest in marketing. The intern will assist with outreach and research for group tours, and various other marketing projects within the education department. Candidates should have good presentation, research, and computer skills. Time commitment is flexible, but a minimum of ten to fifteen hours per week is preferred.

#### Qualifications:

- Must be enrolled in college or graduate school
- Excellent communication, writing, editing, and proofreading skills
- Thorough knowledge of Microsoft Office and Excel
- Background experience in marketing and outreach for like institutions

The Education Marketing Intern must commit to ten to fifteen hours per week for a minimum of four months. The Museum provides a flexible work schedule to accommodate academic and work commitments. The Education Marketing Internship is an unpaid position.

To Apply: Complete the Museum's internship application, and send a resume and cover letter to the attention of the Internship Programs at [Interncoordinator@mcny.org](mailto:Interncoordinator@mcny.org)

The Museum of the City of New York is an equal opportunity employer.