February 2017
Position Description: Education 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 Education Center at the Museum seeks a creative, energetic Education Intern who is currently attending college or graduate school and has a background and interest in fashion and/or photography. The intern will assist with materials preparation and maintenance, image uploading, digital file maintenance, and hands-on activities with students. The intern may also assist with outreach for afterschool and camp programs as needed. Candidates should be interested in working with elementary and middle school age students and possess excellent communication skills. Time commitment is flexible, but must be available in the afternoon on Wednesdays and/or Thursdays, March through June.

Qualifications:
• Must be enrolled in college or graduate school
• Thorough knowledge of Microsoft Office and Excel
• Experience working with children preferred
• Sewing skills and/or photography experience preferred.
• Background experience in marketing and outreach for like institutions is a plus

The Education Intern must commit to five to ten hours per week during the run of the assigned afterschool or camp program. The Museum provides a flexible work schedule to accommodate academic and work commitments. The Education 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
The Museum of the City of New York is an equal opportunity employer.