

Public Program Intern

The Public Programs Department is seeking an intern to join this fast-paced work environment and assist with all aspects of Museum programming. The Public Programs Intern will have the opportunity to contribute to many different projects, including but not limited to conducting research, ticket processing and customer service, networking and outreach, and assisting with set-up and check-in. This is an excellent opportunity to learn about Museum programming, especially for adults, and the intern will gain valuable skills working in a professional office environment.

The desired intern will be highly motivated, detail-oriented, personable, polished, and well-organized. Candidates must adhere to deadlines and demonstrate strong writing, interpersonal, and social media skills. 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. Hours during the week are flexible, but the intern must be available to work one or more evenings per week. College credit may be offered depending on the intern's school requirements.

If you are interested in applying for this opportunity, please send a cover letter describing your background and why you would like to work in the Public Programs Department at the Museum of the City of New York to the Human Resources Department, 1220 Fifth Avenue, New York, NY 10029, or send an email with this information to jobs@mcny.org. Please, no phone calls.