

## **Position Description: Special Events Intern**

Excitement is building at the Museum of the City of New York. A \$96 million project to renovate and expand the Museum's historic building on Fifth Avenue is drawing to a close. At the same time, provocative exhibitions draw visitors from all over the city, the metro region, the nation, and the world. Behind-the-scenes, important aspects of the Museum's rich collections of New York City iconography are being conserved and digitized. The Museum's Frederick A.O. Schwarz Children's Center educates elementary and middle school students about the history and culture of their city.

The City Museum seeks an intern to assist in special event and development efforts who is passionate about the arts, and eager to gain real world experience working in a New York City cultural institution.

The Special Event intern will work with the Associate Director and Director of Special Events on a variety of efforts such as prospect research and database entry, and will also enjoy opportunities to assist with exclusive events, such as, luncheons, cocktail parties and dinners. Additional activities include assistance with pre and post event logistics including gift bag preparation, invitation and letter mailings, and filing.

This position requires strong organizational skills, strong writing and interpersonal skills, and a passion for New York City history, cultural life, urban planning, architecture and design. A successful candidate will be detail-oriented, personable and polished, and team-oriented.

### **Qualified applicants will have/be:**

- Must be enrolled in college or graduate degree program
- Organized and detail oriented with good interpersonal & communication skills
- Thorough knowledge of Microsoft Office, especially Microsoft Word and Excel; knowledge of Adobe Creative Suite preferred
- Understanding of database management
- Interest in learning about special events and development for museums and cultural institutions
- Passion for New York City and/or nonprofit arts administration

Applications accepted on a rolling basis. Applicants must be willing to commit to 10 to 15 hours per week for a minimum of three months. Flexible work schedule is available to accommodate academic and work commitments. The Special Events Internship is an unpaid position.

**Benefits include:** free admission at museums across the city and to City Museum programs when/if available; 10% discount in Museum Café and 20% discount in Museum Shop; and the opportunity to learn about various museum departments and careers throughout the course of internship.

**To Apply:** please submit a completed [internship application](#), resume, and cover letter to [hhirsh@mcny.org](mailto:hhirsh@mcny.org)