



Archival Internship  
Museum of the City of New York – Theater Collection

The Museum of the City of New York seeks graduate student interns to work on various Theater Collection projects currently underway including object cataloging, re-housing, and collection processing. Interns will work alongside one part-time project employee and the Museum's Theater Collections Archivist. Tasks include, but are not limited to conducting condition assessments, recording physical metadata such as dimensions and locations, and re-housing objects. Interns will become familiar with the Cataloging Cultural Objects (CCO) data content standard, gain experience in object handling, and investigate the unique challenges of describing archival collections in a museum setting.

Appropriate candidates will be currently enrolled in Master's program in Information and Library Science, with at least some coursework in archival studies. Preferred skills and qualifications include previous coursework working with cultural objects; familiarity to CCO data content standard; knowledge or demonstrated interest in theater history; exposure to collections management systems such as ARGUS, PastPerfect, or TMS; and experience handling fragile objects.

The Internship requires a minimum commitment of one full day a week (7 hours), scheduled during the Monday - Friday workweek for the duration of a semester, though two days a week is preferred. Internships are unpaid. Preference will be given to students completing the internship for course credit.

To apply: Please send a cover letter and resume to Morgen Stevens-Garmon, Theater Collections Archivist via email at [mgarmon@mcny.org](mailto:mgarmon@mcny.org)

Founded in 1923 as a private, non-profit corporation, the Museum connects the past, present, and future of New York City. It celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. It serves the public through exhibitions, school and public programs, publications, and collections. The Museum of the City of New York is an Equal Opportunity Employer.