



Collections Internship - LOOK Collection project

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future. The Frederick A.O. Schwarz Education Center at the Museum serves over 53,000 children and adults each school year through fieldtrips, afterschool programs, family programs and professional development.

The Museum of the City of New York seeks graduate student interns to work on a project currently underway to process, catalog, and digitize the LOOK Magazine photo archives. Interns will work alongside the Museum's Assistant Photo Archivist for the LOOK Collection project. Tasks include but are not limited to conducting research on photographers and copyright, writing photographer bios, and labeling negatives. Interns will gain experience in processing and describing archival collections, and will explore the unique challenges of doing so in a museum setting.

Appropriate candidates will be currently enrolled in Master's program in Information and Library Science or Museum Studies. Preferred skills and qualifications include previous coursework working with archives; knowledge or demonstrated interest in mid-20th century photography and culture; exposure to collections management systems such as MuseumPlus; experience conducting research; and excellent writing skills.

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.

HOW TO APPLY

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 Collections Department to the Museum of the City of New York, Attention: Human Resources Department to jobs@mcny.org. To be considered, please include COLLECTIONS INTERNSHIP within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the Museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.