

# MoMA PS1

## **Internship Program**

MoMA PS1 offers hands-on internships for college students and recent graduates in several of its departments. Our internship program provides the opportunity to learn about the operations of a non-profit art institution and to work alongside some of the world's most exciting contemporary artists and curators.

## **Responsibilities and Qualifications**

Intern candidates must possess a strong command of English, excellent communication skills, strong writing skills, word-processing skills on a PC-platform, and the ability to work and function in a creative and flexible environment. Most interns are based in one department, but have the opportunity to interact with all departments on a regular basis. All interns work on a volunteer basis for a full trimester with a schedule determined by the Intern's department supervisor. MoMA PS1 is looking for interns who are able to work a minimum of two full days per week (seven hours per day).

## **Activities**

Interns will be invited to attend field trips/lectures at non-profit institutions and museums in the New York area that have been organized by the Internship Coordinator. In addition, interns may be asked to assist staff with special events, public programs, and exhibition openings.

## **School Credit**

It is the responsibility of applicants to retrieve information from their school concerning possible academic credit.

## **Visas**

MoMA PS1 is unable to provide or assist with visas for foreign applicants.

## **Internship Schedule**

### *Spring Cycle 2017*

Application Deadline: December 9, 2016

Duration: January 17—May 5, 2017

### *Summer Cycle 2017*

Application Deadline: April 8, 2017

Duration: May 23—August 25, 2017

*Fall Cycle 2017*

Application Deadline: August 25, 2017

Duration: September 15–December 15, 2017

*Start/End dates are flexible but must be discussed with the Internship Coordinator in advance.*

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## **How to apply**

Individuals must apply to the program via e-mail.

**All applications *must* include a cover letter, resume and the completed Internship Application below, sent to: [internships\\_ps1@moma.org](mailto:internships_ps1@moma.org)** (PDF or Microsoft Word format only).

Applicants should apply to **one** or **two** of the following departments (in order of preference):

### **Curatorial**

The intern best suited for this department would be meticulous, able to coordinate large-scale organizational projects, and have a working knowledge of contemporary art and art history. Tasks include archiving, media management, and research, as well as administrative and production duties relevant to organizing exhibitions and public programs. Microsoft Word, Excel, and Adobe Photoshop skills are required; familiarity with Adobe Illustrator or InDesign is also helpful.

### **Director's Office**

The intern will support the Director's Office with administrative, project-based tasks. Responsibilities may include data entry, updating databases and communication logs, mailings and errands, assembling artist dossiers, digital archiving, updating exhibition lists, and social media research. Interns will be exposed to both the inner-workings and operations of the Director's Office in a non-profit contemporary art museum, along with the greater New York City art-world landscape. Knowledge of German language is a plus.

### **Live Programming**

The Live Programming internship offers hands-on experience in audio visual production, direct interaction with artists, and in-depth insight into how live art programming operates. Interns will be exposed to the full development of our programs, from approaching artists to executing large-scale events. Potential candidates would ideally have some experience working in live event production, as well as being organized, motivated and adaptable. Audio visual knowledge and Adobe Photoshop skills are desired but not required. Excellent writing skills are a must. Candidates should be prepared to work a minimum of three days a week, one of which will be a Sunday, and occasionally to work late nights.

# MoMA PS1 Internship Application

I am applying for the ( ) fall ( ) spring ( ) summer internship cycle (check one)

List the **one** or **two** departments to which you are applying (in order of preference) and briefly describe your interest and qualifications for each.

1.

2.

**Please answer each of the following questions in 200 words:**

1. What is the role of a contemporary arts institution and what are its strengths and challenges in the United States?

2. What inspired you to apply for the MoMA PS1 Internship Program?

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions.

Thank you for your interest in employment opportunities at MoMA PS1. MoMA PS1 is an equal opportunity employer and considers all candidates for employment.