

# 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 work alongside some of the world's most exciting contemporary artists and curators.

## **Requirements and Qualifications**

Intern candidates must have excellent communication skills, strong writing skills, word-processing skills, and the ability to work and function in a creative and flexible environment. Most interns are based in one department, yet 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**

*Fall Cycle 2018*

Application Deadline: September 4

Duration: September 24—December 14, 2018

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

## **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 Curatorial internship offers hands-on experience on archiving, media management, and research, as well as administrative and production duties relevant to organizing exhibitions and public programs. Ideal candidates are meticulous, able to coordinate large-scale organizational projects, and have a working knowledge of contemporary art and art history. Microsoft Word, Excel, and Adobe Photoshop skills are required; familiarity with Adobe Illustrator or InDesign is also helpful.

## **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. Ideal candidates 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.

### **Marketing and Communications**

The Marketing and Communications internship is an excellent opportunity to gain experience working within the communications department of a leading contemporary art institution. Interns will support the major functions of the department, including creating and executing strategic press campaigns, supporting audience development initiatives, and conducting social media campaigns on behalf of the institution. Ideal candidates will have an interest in communications and/or marketing, have active experience with social media, excellent written and interpersonal skills, and a strong understanding of MoMA PS1's mission and programming. Interns will work closely with the Marketing and Communications Coordinator and Director of Marketing and Communications, and will participate fully in all department activities during their tenure.

### **MoMA PS1 Internship Application**

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.

MoMA PS1 is an equal opportunity employer and considers all candidates for internships regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

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