Internship Program
MoMA PS1 offers hands-on internships for undergraduate and graduate students and beginning professionals with practical experience in a specific area of museum work. 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. In addition to departmental work, each Tuesday interns participate in professional development activities designed to increase understanding of the Museum’s various programs, exhibitions, and departments.

Spring Cycle 2020
Application Deadline: December 13, 2019
Duration: January 21—April 10, 2020

Applicants should apply to one of the following departments.

Development
The Spring 2020 Development Internship offers hands-on experience in prospective donor research and critical event and administrative support by collaborating with the Manager of Special Events and Membership, Development Assistant, and Assistant Director of Development. The Development Intern will play a crucial institutional role by conducting preliminary research on prospective corporate, foundation, and individual donors; generate visually exciting presentation materials and proposals for prospects or donors; and assist with events such as corporate private rentals, Night at the Museum, and community events. Ideal candidates should possess, and can expect to strengthen, skills such as writing basic donor acknowledgements and graphic design, as well as familiarity with Microsoft Office, Adobe Suite, and Salesforce.

Performance / Live Programming
The Spring 2020 Performance / Live Programming Internship offers hands-on experience in organizing and producing performance and live programs at MoMA PS1. The internship will be primarily focused on the 2019-20 Sunday Sessions season, as well as other live programs at the museum such as Warm Up, programming related to exhibitions, special events, and other large-scale events. Interns will be exposed to the full development of performance and live programs at MoMA PS1 from inception through production, and across many disciplines. Ideal candidates have some experience in live performance or event production, and are organized, motivated, and adaptable. Knowledge of audio-visual production is desired but not required. Excellent communication, writing skills, and knowledge of basic office procedures such as spreadsheets and Google Docs are a must. Candidates should be prepared to work three days a week, with Tuesday being mandatory, and to occasionally work late nights, and on weekends when there is programming.

Curatorial
The Curatorial internship offers hands-on experience in organizing exhibitions and public programs. The Spring 2020 internship would be focused on supporting in the research, organization, installation, and post-opening activities surrounding upcoming exhibitions. Curatorial interns are fully integrated within the larger curatorial department and work in close contact with the curatorial staff. Ideal candidates are meticulous
and detail-oriented, possess exceptional writing skills, and are able to coordinate large-scale, multifaceted organizational projects. Candidates should demonstrate excellent discretion and judgment, and have a working knowledge of contemporary art and art history. Microsoft Office skills are required; Adobe Photoshop skills are desirable. Although not required, most successful candidates have some prior experience in a museum or gallery setting.

**Additional Activities**
Interns will be invited to attend departmental workshops that have been organized by the Internship Coordinator, including site visits and lectures as part of the MoMA Seasonal Internship program. 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.

**Stipend**
All interns will be paid a stipend of $3,600 for a full trimester with a schedule determined by the intern’s department supervisor.

**Requirements and Qualifications**
Intern candidates must have strong communication and writing skills with the ability to work and function in a creative and flexible environment. Proficiency in Microsoft Office is required and working knowledge of Adobe Photoshop is desired. Interns are based in one department, yet have the opportunity to interact with all departments on a regular basis. MoMA PS1 is looking for interns who are able to work a minimum of two full days per week (seven hours per day) with mandatory Tuesday availability.

**How to apply**
All applications must include a cover letter, resume and the completed Internship Application below, sent to: internships_ps1@moma.org (PDF or Microsoft Word format only).
MoMA PS1 Internship Application
List the one department to which you are applying and briefly describe your interest and qualifications for each.

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 employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.