

# MoMA PS1

## **Internship Program**

MoMA PS1 offers hands-on paid 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 nonprofit 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.

## **Summer Cycle 2019**

Application Deadline: May 5, 2019

Duration: June 18–September 6, 2019

Applicants should apply to one of the following departments.

## **Performance/Live Programming**

The Performance/Live Programming internship offers hands-on experience in all aspects of organizing and producing performance and live programs at MoMA PS1, including signature programs such as Warm Up and Sunday Sessions, as well as programming related to exhibitions, special events, and other large-scale museum programs. Interns will be exposed to the full development of our programs across disciplines, from inception through production, and gain experience in audiovisual production, direct interaction with artists, planning and producing events, artistic research, and arts administration. Ideal candidates have some experience in live performance or event production, and are organized, motivated, and adaptable. Knowledge of audiovisual 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 a minimum of three days a week, including availability on Saturdays in July and August, and occasional 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 the director of Marketing and Communications, and will participate fully in all department activities during their tenure.

## **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.

### **Requirements and Qualifications**

Intern candidates must have excellent communication skills, strong writing skills, and 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. 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) 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](mailto: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.

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.