

VW Fellow: Development and Events

(Part Time, Temporary)

Working with the Development Office, the VW Development & Events Fellow will be responsible for the coordination of public and private fundraising events within MoMA PS1. Past projects have included the Spring Benefit Gala, Summer Warm Up Series, community events, and curator-led tours. The fellow supports the development team with event planning and preparations and administrative duties, such as invoicing, vendor selection and management, and supervising contracted support teams. For events, the Fellow will schedule support staff from third-party staffing agencies and serve as the point of contact during events.

The VW Development & Events Fellow will work closely and ensure clear communication with all departments at the Museum including Accounting and Finance, Communications, Visitor Engagement, Operations, and the Museum's third-party staffing agency. Additionally, the Fellow will work with the Museum of Modern Art to facilitate Membership, Corporate Membership, and various affiliate groups.

Fellows are paid a monthly stipend of \$3,000.

Requirements:

- Bachelor's degree in Art, Non-Profit Administration, Business, Art History, Liberal Arts, or a related field
- Two to three years of work or volunteer experience in administration or event planning, preferably in a museum or arts non-profit.
- Experience handling the pressure of a high-volume environment and working in a customer service-oriented environment
- Flexible and adaptable, willing to jump in when needed and work with events/visitor engagement staff as a whole.
- Exceptional interpersonal skills and verbal communication.
- Ability to communicate and work productively and collaboratively with a variety of stakeholders, internal and external
- Ability to work flexible hours to meet program demands, which include night and weekend events
- Passion for and understanding of MoMA PS1's mission and program work.

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.

Please send your resume and cover letter to employment_ps1@moma.org and include either **"VW Development & Events Fellow"** in the subject line. For more information about MoMA PS1, please visit www.MoMAPS1.org.

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.

About the Fellowship:

The VW Fellow serves a six (6) month term with the possibility of extending to a full year. Fellows receive an opportunity for hands-on training within a contemporary art institution and an understanding of how MoMA PS1 operates, develops programs and engages audiences. The Fellowship serves as a launching pad for individuals within the arts and management fields to hone their skills and attain real world experience with structure and support. Fellows are expected to work Monday through Thursday with some weekend and evening hours as required.

About MoMA PS1:

MoMA PS1 is one of the oldest and largest nonprofit contemporary art institutions in the United States. An exhibition space rather than a collecting institution, MoMA PS1 devotes its energy and resources to displaying the most experimental art in the world. A catalyst and an advocate for new ideas, discourses, and trends in contemporary art, MoMA PS1 actively pursues emerging artists, new genres, and adventurous new work by recognized artists in an effort to support innovation in contemporary art. MoMA PS1 achieves this mission by presenting its diverse program to a broad audience in a unique and welcoming environment in which visitors can discover and explore the work of contemporary artists. Exhibitions at MoMA PS1 include artists' retrospectives, site-specific installations, historical surveys, arts from across the United States and the world, and a full schedule of music and performance programming.