

## Curatorial Research Intern

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum of the City of New York seeks a research intern to assist with the development of an upcoming exhibition entitled *Analog City*, which will uncover and demonstrate the array of physical tools, elaborate operations, and lost professions that supported New York City as it exploded into a global metropolis in a pre-digital era. Focusing on the period between the 1880s and the 1950s—a period when New York City emerged as a global command center for media, finance, and the knowledge economy—the exhibition will highlight how the city cemented its position as the “capital of the world” in a time before the revolutionary innovations of digital communication and data storage.

*Analog City* will examine both the challenges and opportunities that defined this earlier era, by staging a designed environment that will both provide both context and contrast for our current digital culture. Students with knowledge of the history of computer technology, computerization, communications technology, organizational and systems management, are encouraged to apply. Excellent research and writing skills – as well as the ability to relate complex systems and the history of technology to a broad audience and using visual tools – are essential.

The research intern will work directly with the exhibition curator to develop a list of sources and salient historiography as well as provide a set of research reports that focus particularly on relevant, key watershed moments in modern managerial innovation and 20<sup>th</sup> century computerization. The research intern will leave the internship having gained valuable skills in curatorial research and first-hand experience in exhibition development. The intern will also be invited to attend sessions for all the Museum’s interns, which will provide opportunities to learn about roles in the different departments of the Museum.

The Museum believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. The Curatorial Research internship is designed to foster the interest of historically under-represented students who are interested in learning more about the museum profession. All work will be carried out

remotely, with regularly scheduled check-ins with the exhibition curator via Zoom. While hours can be flexible, interns will be required to devote at least 8 hours per week for a period of approximately 18 weeks and will be paid at a rate of \$15/hour.

**A successful candidate will have:**

- Strong interest in the exhibition topic, New York City history, current events, and museums in general.
- Graduate student or college undergraduate with significant progress toward an undergraduate degree in a related area of study.
- Fluency in the MS Office suite, email, Internet, and other digital applications.
- Highly organized, with excellent written verbal, written, and online communication skills.
- Ability to work independently or collaboratively.
- Students interested in learning about fields in Museum Studies, Curatorial Studies, Information Management, Archival Science, or Public History are also encouraged to apply.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

The position will conduct all work remotely, and no work is planned onsite at the Museum’s main building located at 1220 Fifth Avenue at this time. Schedule can be flexible, but work should take place between the Monday – Friday, 9-5 work so that intern can be reached by staff. The intern may occasionally be invited to dial in for some meetings on a specific date and time that fall out of their preferred work schedule but shall not be required to attend. Intern must have access to a computer and viable internet connection – this work cannot be accomplished via smartphone.

**HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Curatorial Research Internship** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender*

*identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.*