

Curatorial 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.

Beginning in September 2021, the Museum of the City of New York will present ***Puppet City***—an exhibition that will examine how puppetry has impacted New York City and scan the tremendous influence the city has had on the way puppetry is practiced all over the world. Organized around three themes that emphasize the ubiquity of puppets in urban space—Stage, Set, and Street—it will show the power of puppetry to reveal culture, politics, and art. ***Puppet City*** and its programming will serve New Yorkers and visitors from around the world by exploring New York as a crossroads of diasporic traditions and highlighting the histories and forms of the puppetry in the city’s communities of color, including Black, Chinese, and Latinx communities.

The Museum of the City of New York is seeking a Curatorial Intern to support the organization and implementation of the ***Puppet City*** exhibition. The Curatorial Intern will actively participate in discussions concerning the organization, acquisition and development of projects, and play a critical role in editing text, researching content and objects, and locating and obtaining objects.

The Curatorial Intern will leave the internship having gained valuable skills in curatorial management and first-hand experience with development and implementation of exhibitions from one of New York City’s leading nonprofit museums. 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 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, working approximately 12-16 hours a week, at a rate of \$15/hour. Intern must commit to a minimum of 12 weeks.

Roles and Responsibilities:

- Create and maintain exhibition object lists, obtaining additional information (dimensions, reference images, display requirements) as necessary
- Conduct topical research and locate additional imagery and objects for display in exhibition as needed
- Manage text development workflow and edit/proofread exhibition texts in Word doc form and in layout, as well as approving printer proofs and final products
- Secure rights and reproductions for imagery and film
- Work with exhibition and graphic designers to provide relevant information such as dimensions and display requirements for creating exhibition layouts, review layouts for accuracy, and communicate changes effectively.
- Manage physical and digital exhibition files

A successful candidate will have:

- Strong interest in New York City history, current events, and museums in general.
- Recent college graduate or current student with significant progress toward an undergraduate degree in a humanities 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 pursuing further education or 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. To be considered, please include **Curatorial Internship-Puppet's** 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.