

P.S.1 Contemporary Art Center

Museum of Modern Art affiliate
22-25 Jackson Ave at 46th Ave
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**Internship Program 2009–10**

P.S.1 Contemporary Art Center offers hands-on internships for college students and recent graduates in all of its departments. Our internship program provides the opportunity to learn about the operations of a non-profit art institution and to work alongside some of the world's most exciting contemporary artists and curators.

Responsibilities and Qualifications

Intern candidates must possess a strong command of English, excellent communication skills, strong writing skills, word-processing skills on a PC-platform, and the ability to work and function in a creative and flexible environment. Most interns are based in one department but have the opportunity to interact with all departments on a regular basis. Our relatively small staff requires interns that are willing to do a substantial amount of administrative work while taking on more critical responsibilities for the institution's operation.

All interns work on a volunteer basis for a full trimester with a schedule determined by the Intern Supervisor. P.S.1 requires interns to work a minimum of two full days per week (seven hours per day). It is the responsibility of applicants to retrieve information from their school concerning possible academic credit.

Activities

Interns are required to attend field trips/lectures at non-profit institutions and museums in the New York area that have been organized by the Internship Supervisor. In addition, interns may be asked to assist staff with special events, public programs, and exhibition openings. All interns may be required to assume guarding positions and/or work various Saturday afternoons during P.S.1's summer music series Warm Up.

Visas

P.S.1 is unable to provide or assist with visas for foreign applicants.

Internship Schedule*Summer Cycle 2009*

Application deadline: April 13th

Duration: May 11th – August 28th

Fall Cycle 2009

Application Deadline: August 10th

Duration: September 14th – December 18th

Spring Cycle 2010

Application deadline: November 30th (2009)

Duration: January 25th – May 7th

Summer Cycle 2010

Application deadline: April 12th

Duration: May 17th – August 27th

Start/End dates are flexible and must be discussed with the Internship Supervisor in advance.

Applicants should apply to **three** of the following departments (in order of preference):

Curatorial

The intern best suited for this department would be meticulous, able to coordinate large-scale organizational projects, and have a working knowledge of contemporary art and art history. Tasks include archiving, media management, and research, as well as administrative duties relevant to organizing exhibitions and public programs. Microsoft Word and Adobe Photoshop skills are required; familiarity with Adobe Illustrator or InDesign is also helpful.

D.A.P. Bookstore

D.A.P./Distributed Art Books is a publishing and distribution company for books on contemporary art and culture located in Manhattan. The internship at the P.S.1 location (artbook @ PS1) requires a two-day commitment (Monday and Thursday, 11am – 6pm) and offers the possibility of additional projects at D.A.P.'s Manhattan offices. The position holds potential for those interested in the publishing field, as well as consideration for future work at other D.A.P. locations and offices. Knowledge of contemporary art and culture is required. Tasks include store maintenance, small business operations, and creative management.

Development and Fundraising

This internship is an excellent opportunity for anyone interested in learning more about the fundraising process, from cultivation to stewardship. This department requires interns who have experience with donors, grants, and other aspects of the non-profit industry. Any interested applicant should be highly organized and have excellent writing and research skills.

Fiscal Planning and Accounting

This internship is a great opportunity to learning more about accounting in a tax-exempt, not-for-profit organization. This department requires interns who have an active interest in accounting and who are willing to invest energy into learning more about the accounting process. Interested applicants should be meticulous and well versed in the necessary software. Microsoft Word and Excel skills are a requirement.

Information and Technology

The intern interested in P.S.1's Information and Technology department should be able to hand-code very simple Html and inline CSS. He/She should also know how to optimize images for the internet with Photoshop/Image Ready and have a familiarity with both Mac and Windows platforms. Experience with content management systems in a plus (specifically, Joomla). The intern would work closely with the Curatorial and Press departments to create an organization system for all website content, as well as implement this system across all current content, extracting older data from P.S.1's previous website and inserting it into the new system. He/she will also help to create a style guide and document a workflow for adding new content.

Installation and Building Operations

This internship is an excellent opportunity for anyone interested in learning more about installation, exhibition design, art handling, and institution registration. This department requires interns who are comfortable with manual labor work and who are physically able to lift weight. Knowledge of power-tools and a level of craftsmanship preferred.

Press and Public Relations

This internship requires a desire to learn more about public relations, marketing, media relations, and institution administration. Interested applicants should have excellent writing, organization, communication, and computer skills, as well as the ability to multi-task and see projects through to completion. Adobe Photoshop and Microsoft Word skills are a requirement. Familiarity with Adobe Illustrator and InDesign are also helpful.

Public Programs

The Public Programs internship offers hands-on experience in event production and coordination. Interns will also be involved in the creation and execution of educational programs,

tours and gallery talks, as well as the P.S.1 Newspaper. This position may require working some weekends and occasional evenings. Audio visual knowledge and Adobe Photoshop skills are desired but not required. Excellent writing skills are a must.

Registrar

The Registrar needs interns who are organized, possess advanced computer skills, and are able to multitask. Interns will assist with conducting research for upcoming exhibitions, preparing objects for shipment and publications research and production, archiving and information management.

Visitor Services

The Manager of Visitor Services seeks applicants who are interested in learning more about direct customer relations and customer service. This department requires interns who are approachable, articulate, and outgoing. Applicants should have excellent phone skills, basic computer literacy, and the ability to handle several tasks at once. Microsoft Word and Excel skills are highly-preferred.

Individuals may apply to the program via e-mail (highly-preferred) or postal mail.

All applications must include a cover letter, resume and the attached application completed, sent to the email/address below. Letters of reference and writing samples are not necessary.

Please note that we are no longer accepting applications for the Extended Internship Program.

No resumes sent via fax will be accepted. No phone calls, please.

P.S.1 Contemporary Art Center
Attn: Internships
22-25 Jackson Avenue at 46th Ave
Long Island City, NY 11101
internships@ps1.org (PDF or Microsoft Word format only)

P.S.1 Contemporary Art Center Internship Application

I am applying for the spring summer fall internship cycle (check one)

Personal Information

First and Last Name:

E-mail:

Address:

Phone:

Language skills (read/write/speak):

Citizenship:

Social-Security Number (or equivalent):

Education

Name/Location of current school (if applicable):

Major/Minor:

Expected degree and graduation date:

Relevant course work and projects:

Would you be able to interview at P.S.1 Contemporary Art Center?

List the **three** departments to which you are applying (in order of preference) and briefly describe your interest and qualifications for each.

- 1.
- 2.
- 3.

On a separate sheet of paper (limited to one-page total), please answer the following:

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 P.S.1 Internship Program?