

Internship Program

MoMA PS1 offers hands-on internships for college students and recent graduates in several 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.

MoMA PS1 is also a host for Studio in a School's Summer Arts Intern Program. Visit www.artsintern.org for more information.

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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. 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).

Activities

Interns will be invited to attend field trips/lectures at non-profit institutions and museums in the New York area that have been organized by the Internship Coordinator. In addition, interns may be asked to assist staff with special events, public programs, and exhibition openings, as well as at MoMA PS1's annual summer music series, *Warm Up*.

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.

Internship Schedule

Spring Cycle 2017

Application Deadline: December 9, 2016

Duration: January 17—May 5, 2017

Summer Cycle 2017

Application Deadline: April 8, 2017

Duration: May 23—August 25, 2017

Fall Cycle 2017

Application Deadline: August 5, 2017

Duration: September 9—December 9, 2017

Start/End dates are flexible but must be discussed with the Internship Coordinator 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 and production duties relevant to organizing exhibitions and public programs. Microsoft Word, Excel, and Adobe Photoshop skills are required; familiarity with Adobe Illustrator or InDesign is also helpful.

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.

Director's Office

The intern will support the Director's Office with administrative tasks. Responsibilities may include data entry, mailings and errands, assembling artist dossiers, and updating databases and communication logs. Knowledge of German language is a plus. Candidates with strengths in accounting, as well as graphic design, are highly desirable.

Live Programming

The Live Programming internship offers hands-on experience in audio visual production, direct interaction with artists, and in-depth insight into how live art programming operates. Interns will be exposed to the full development of our programs, from approaching artists to executing large-scale events. Potential candidates would ideally have some experience working in live event production, as well as being organized, motivated and adaptable. Audio visual knowledge and Adobe Photoshop skills are desired but not required. Excellent writing skills are a must. Candidates should be prepared to work a minimum of three days a week, one of which will be a Sunday, and occasionally to work late nights.

MoMA PS1 Internship Application

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.

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

MoMA PS1
Attn: Internships
22-25 Jackson Avenue at 46th Ave
Long Island City, NY 11101

internships_ps1@moma.org (PDF or Microsoft Word format only)

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

Personal Information

First and Last Name:

E-mail:

Address:

Phone:

Language skills (indicate ability to read/write/speak):

Citizenship:

Education

Name and Location of undergraduate and/or graduate school (if applicable):

Major/Minor:

Expected degree and graduation date:

Relevant course work and projects:

Would you be able to interview at MoMA PS1?

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 **both** of the following questions:

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. Thank you for your interest in employment opportunities at MoMA PS1. MoMA PS1 is an equal opportunity employer and considers all candidates for employment.

The internship program is supported in part by the Milton & Sally Avery Arts Foundation.