

## MoMA PS1 Internship Program 2012-2013

MoMA PS1 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. MoMA PS1 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 MoMA PS1's summer concert series *Warm Up*.

### Visas

MoMA PS1 is unable to provide or assist with visas for foreign applicants.

### Internship Schedule

#### *Summer Cycle 2012*

Application Deadline: March 12, 2012

Duration: May 14—September 1, 2012

#### *Fall Cycle 2012*

Application Deadline: July 9, 2012

Duration: September 10—December 14, 2012

#### *Spring Cycle 2013*

Application Deadline: October 22, 2012

Duration: January 7—May 3, 2013

**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):

### **ARTBOOK @ MoMA PS1**

The internship position at ARTBOOK @ MoMA PS1 holds potential for those interested in learning about the important roles that a retail museum bookshop plays, including providing additional educational context for visitors, providing sales services for museum events, and acting as a platform for museum publications. ARTBOOK @ MoMA PS1 seeks to engage in cultural discourse by offering publications by the most relevant publishers in contemporary culture. The internship requires a two-day commitment during regular museum hours. However, some workdays may be rescheduled to take place after-hours and offsite for events.

Knowledge of contemporary art and culture is required. A strong candidate would be interested in working in a retail environment, be detail-oriented and organized, possess the ability to multitask, and be at ease working with the public.

## **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 including *Saturday Sessions* and *Warm Up*. Microsoft Word and Adobe Photoshop skills are required; familiarity with Adobe Illustrator or InDesign is also helpful.

## **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.

## **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.

## **Financial Management and Business Administration**

This internship is a great opportunity to learn more about accounting in a tax-exempt, non-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. Responsibilities may include working with MoMA Finance Department for voucher submission and vendor creation; handling admission reports and human resource tasks; preparation and monitoring of the annual music series *Warm Up*. Interested applicants should be meticulous and well versed in the necessary software. Microsoft Word and Excel skills are a requirement.

## **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 and tours, as well as gallery talks. 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

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about creative ways in which an institution understands and engages its diverse audience. Applicants should be willing and ready to learn a great deal about MoMA PS1's history, exhibitions, and programs and be enthusiastic about working with the public in a team setting.

## MoMA PS1 Internship Application 2010-2011

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.

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

internships\_ps1@moma.org (PDF or Microsoft Word format only)

### Application

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:

Social-Security Number (or equivalent):

### 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.

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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?