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, live 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 2013**
Application Deadline: March 11, 2013
Duration: May 13 – September 7, 2013

**Spring Cycle 2013**
Application Deadline: October 22, 2012
Duration: January 7 – May 3, 2013

**Fall Cycle 2012**
Application Deadline: July 9, 2012
Duration: September 10– December 14, 2012

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@PS1**
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 MoMA PS1 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.
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.

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 WarmUp. 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 MoMA PS1’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 MoMA PS1’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.

Live 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.
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.

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 Visitor Services department at MoMA PS1 plays an integral role in developing creative audience engagement and educational opportunities, as well as providing cross-departmental and administrative support throughout a multifaceted arts institution. Interns will gain a strong understanding of the visitor experience and how to promote a welcoming environment for exhibitions, events, and programming. Tasks will include scheduling group tours, creating event and way-finding signage, and supporting daily museum activity. Applicants should be detail-oriented, adaptable, able to balance multiple projects, and enthusiastic about interacting with the public and other museum employees in a team setting.
MoMA PS1 Internship Application 2012-2013

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)

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/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?