

**NEW**  
**235 BOWERY**  
**NEW YORK NY**  
**10002 USA**  
**MUSEUM**

TEL +1 212.219.1222  
FAX +1 212.431.5328  
newmuseum.org

## INTERNSHIP PROGRAM

The Internship Program at the New Museum offers participants hands-on training in the museum profession and a comprehensive overview of Museum operations. Interns also gain insight into the world of contemporary art.

Internships are available in the following Museum departments: Administration, Curatorial, Development, Director's Office, Education, External Affairs, Information Systems, Registrar/Exhibition Management, Retail and Institutional Sales, and Special Events. Interns participate in the day-to-day activities of these departments, in addition to working on specific projects. When considering whether or not to apply for an internship at the New Museum, please keep in mind that they are unpaid.

### Eligibility

All interested individuals eighteen years of age and older are eligible to apply for an internship. Qualifications vary for each intern, and some positions may require college or graduate training and/or professional experience. International candidates are encouraged to apply, but please note that we do not provide visas.

### Application Procedure

Interns must submit an intern application form, two letters of recommendation from professors and/or previous employers, a resume, and a cover letter.

### Schedule

*Spring cycle* (January 15–April 30)

Application Deadline: December 1

*Summer cycle* (June 1–August 31st)

Application Deadline: April 15th

*Fall cycle* (September 15–December 31)

Application Deadline: August 15

## **Days and Hours**

Interns must be able to work a minimum of two full days per week, seven hours per day. The exact schedule will be determined with the department supervisor. Interns must be able to work a full trimester. No interns will be accepted for shorter periods.

Once your file is complete, please do not call the Intern Coordinator to check on the status of your application. Only those applicants whom the departments are interested in interviewing will be contacted. A department supervisor will notify selected interns of their acceptance at least two weeks before the start of each cycle.

## **Departments**

### *Administration*

The Administration department is responsible for the financial management of the Museum, including budgeting, accounting, tax, and audit preparation, as well as benefits and human resources. In addition, this department manages the day-to-day administrative functions of the Museum offices. Interns interested in developing their business and management abilities will learn skills in program budgets and non-profit financial administration.

### *Curatorial*

The Curatorial department researches and organizes upcoming exhibitions, including the development of timelines, checklists, and signage; produces exhibition catalogues; manages the travel of selected exhibitions; corresponds with artists, curators, galleries, and museums; and orchestrates a weekly slide review of artists' work. Interns will be introduced to issues relating to contemporary art and will obtain administrative and curatorial skills in organizing art exhibitions.

### *Development*

The Development department is responsible for all grants from government, foundation, and corporate sources; the Membership program; contributions to the Museum; and the capital campaign for building and endowment needs. Interns will assist in researching prospective donors, program planning, Membership events, budgeting and solicitation for special projects, and grants writing.

### *Director's Office*

The Director and Deputy Director manage the work of all the Museum's departments. Interns will be involved in all areas of museum operation and will be able to gain an understanding of how a contemporary art museum is run.

### *Education*

The Education department organizes programs for high school students and teachers, public programs for adults (lectures, panel discussions, performances), family days, and group tours. Interns will gain an understanding of public education programs related to a contemporary art museum, as well as the programming of the Museum as Hub program and the New Museum's Resource Center.

### *External Affairs*

The External Affairs department expands public awareness of the New Museum. The department produces the Museum's media releases; circulates images for reproduction; places advertisements; produces catalogs, newsletters, and other promotional materials; organizes the Annual Gala and other events; and plans exhibition openings. Interns will assist in producing media and marketing materials and in coordinating special events.

### *Information Systems*

Information Systems is responsible for the Museum's computer hardware and software, network, and database applications. Interns will assist in maintaining computer systems. It is recommended that all applicants have technical experience.

### *Registrar/Exhibitions Management*

This internship provides an opportunity to develop skills related to the installation, preparation, and shipment of works of art for exhibition. Interns will assist in maintaining inventory and the documentation of the Museum's Semi-Permanent Collection. Experience with collection maintenance is a plus. It is recommended that all applicants have basic clerical and word processing skills.

### *Retail and Institutional Sales*

The New Museum Store complements the Museum's exhibition schedule by providing a stunning assortment of contemporary art-related titles and objects for sale. Interns will gain experience in the day-to-day operations of a retail space—budgeting, visual merchandising, marketing, and maintaining an online store—as well as an insider view into the world of fine art books and library services.

### *Special Events*

The Special Events department organizes the New Museum's annual spring gala, exhibition openings, corporate rentals, and private events. Interns will assist in producing and in coordinating special events.

# INTERN APPLICATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Temporary Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Advisor: \_\_\_\_\_ Advisor's Phone #: \_\_\_\_\_

How did you learn about the internship program?

How many hours and days are you willing to work per week?

Please indicate from 1 to 3, in order of preference, the department in which you want to intern

Administration \_\_\_\_ Curatorial \_\_\_\_ Development \_\_\_\_

Director's Office \_\_\_\_ Education \_\_\_\_ External Affairs \_\_\_\_

Information Systems \_\_\_\_ Registrar/Exhibitions Management \_\_\_\_

Retail and Institutional Sales \_\_\_\_ Special Events \_\_\_\_

Which cycle you are applying to and the days you are available for the internship:

Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

Mon \_\_\_\_ Tues \_\_\_\_ Wed \_\_\_\_ Thurs \_\_\_\_ Fri \_\_\_\_

Language(s) \_\_\_\_\_

Computer Skills (indicate programs) \_\_\_\_\_

Please attach a resume outlining your educational background and past work experience along with a short essay or cover letter indicating why you chose to apply for an internship at the New Museum of Contemporary Art. Also include two letters of recommendation from professors or previous/present employers. Please send all materials together in one envelope.

Submit all materials to: Intern Coordinator, New Museum of Contemporary Art, 235 Bowery, New York, NY 10002 (preferred method) or email [internships@newmuseum.org](mailto:internships@newmuseum.org)