

Communications Intern

Date: April 2018
Department: Communications
Title: Communications Intern
FSLA Status: Unpaid Position
Supervisor: Senior Coordinator of Communications
Schedule: 3 to 5 days per week
Internship Term: Fall 2018

The Position:

The Communications Department at the Jewish Museum is offering an excellent opportunity for an individual who is interested in learning about art and cultural communications for a major art museum in NYC. The intern will assist the Communications Department with a variety of tasks including media monitoring and clipping, press list building, and press outreach for exhibitions and public programs that explore the intersection of art and Jewish culture, as well as other projects as assigned. It is essential that applicants have excellent communication skills, demonstrate creativity, and are detail-oriented.

The intern will receive a museum identification card that allows for free admission to other museums and various discounts.

Responsibilities Include:

- Media research related to fall 2018 and spring 2019 exhibitions and programs at the Jewish Museum, including compiling media contact information to expand the press mailing list.
- Assist with tracking and reporting of media outreach/coverage.
- Staff film shoots for television and other video coverage of exhibitions.
- Draft pitches and strategy documents for public and family programs.
- The opportunity to write press releases or blog posts for the Museum's Medium platform.

Requirements:

- B.A. or M.A. candidate with preference given to those with majors or concentrations in Communications or Public Relations, Marketing, or Art History.
- Strong attention to detail.
- Creative and entrepreneurial spirit.
- Excellent people skills – ability to work cooperatively with others at all levels.
- Outstanding abilities with regard to written and verbal communications, editing, and proofreading.
- Strong computer skills with experience using MS Office Suite (Word, Excel, Outlook etc.). Photoshop helpful but not required.
- Interest in art and Jewish culture preferred.



Send Resume with Cover Letter and Intern Application To:

**Human Resources Coordinator
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: Interns@thejm.org
Fax: 646.358.3040
Phone: 212.423.3238**

The Jewish Museum is an Equal Opportunity Employer that is committed to building a culturally diverse staff and encourages applications from diverse candidates.



Education Intern – School, Family, and Access Programs

Date: April 2018
Department: Education
Title: Education Intern
FSLA Status: Unpaid Position
Supervisor: Associate Manager of School and Educator Programs
Schedule: 3 days per week
Internship Term: Fall 2018

The Position:

The Education Department at the Jewish Museum is offering an excellent opportunity for an individual who is interested in education and the arts. The Education intern will have the opportunity to work in a variety of areas in the department—school, family, teen, and access programs. Additionally, the intern will help with administrative responsibilities in the department. The intern will receive a museum identification card that allows for free admission to other museums and various discounts.

Responsibilities Include:

Intern will assist staff with:

- Family tours and art workshops
- School tours including prepping art materials, assisting with lessons, and documenting programs
- Develop, prep and facilitate art projects in the studio
- Professional development workshops
- Programs for audiences with special needs
- Outreach to audiences, such as developing mailing lists
- Research projects in conjunction with upcoming exhibitions or Museum collection
- Movies That Matter film program and other teen programs
- Data entry of program evaluations
- Other administrative projects as needed

Requirements:

- Working towards BA (Art History), BFA, (preferred), MA (Art Education, Museum Education), or MFA
- Strong research and writing skills
- Knowledge of art history, fine arts, and education
- Teaching experience and/or experience with children and families preferred
- Availability on some Sundays preferred



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Curatorial Intern

Date: April 2018
Department: Curatorial Affairs
Title: Curatorial Intern – Modern and Contemporary Art
FSLA Status: Unpaid Internship
Supervisor: Assistant Curator
Schedule: 1-2 days / week
Internship Term: Fall 2018

The Position:

Curatorial internship focused on modern and contemporary art

Responsibilities Include:

- Research on artists and artworks.
- Management and organization of exhibition materials.
- Creation and maintenance of essential documents such as checklists, image lists, and exhibition presentations.
- Correspondence with artists, curators, and others involved in projects.
- Various administrative tasks as needed.

Requirements:

- Currently enrolled in or recently graduated from an undergraduate or graduate degree program; relevant coursework preferred.
- Knowledge and enthusiasm about contemporary artists and exhibitions.
- Strong attention to detail.
- Excellent research and communication skills.
- Computer literacy, including knowledge of Microsoft Office Suite required.

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Digital & Social Media Intern

Date: April 2018
Department: Digital
Title: Digital & Social Media Intern
FSLA Status: Unpaid Position
Supervisor: Digital Marketing Associate/Digital Marketing Manager
Schedule: 3 Days/Week Minimum
Internship Term: Fall 2018

The Jewish Museum seeks a motivated intern with a passion for art and technology to join the Jewish Museum's Digital team. While developing their knowledge of digital strategy within a museum environment, the intern will support the Digital department in activities related to the website, blog, email, and social media.

For the fall 2018 season, the Digital Marketing Intern will support exhibitions including *Chagall, Lissitzky, Malevich: The Russian Avant-Garde in Vitebsk, 1918-1922*, *Marc Camille Chaimowicz: Your Place or Mine...*, and *Soutine: Still Life*. The intern will receive a museum identification card that allows for free admission to other museums and various discounts.

Responsibilities Include:

- Maintain select areas of thejewishmuseum.org and blog
- Research and draft content for social media channels
- Contribute to analytics reports on digital activities
- Upload and tag digital assets such as photos and videos
- Support administrative tasks as needed

Requirements:

- B.A. or M.A. candidate in Art History, Communications, or related field
- Knowledge of Adobe Creative Suite and Microsoft Office Suite required
- Knowledge of HTML, WordPress and MailChimp a plus
- Active social media user on Twitter, Facebook, Instagram, Tumblr, Flickr, and YouTube
- Excellent writing and communications skills
- Genuine interest in art and Jewish culture

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Curatorial Intern - NY Jewish Film Festival

Date: April 11, 2018
Department: Curatorial Affairs
Title: Film Festival Intern
FSLA Status: Unpaid Internship
Supervisor: Associate Curator, Director of NY Jewish Film Festival
Schedule: Part-Time; Schedule TBD
Internship Term: Fall 2018

The Position:

The intern will assist with preparations for the 2019 New York Jewish Film Festival, an annual festival co-presented by the Jewish Museum and Film Society of Lincoln Center.

The intern may also assist with preparations for TELEVISION AND BEYOND, which presents a rotating selection of television clips from the Museum's Broadcast Archive.

Responsibilities Include:

- Assist in processing submissions for the Film Festival
- Assist with researching films for possible inclusion in the Film Festival
- Write descriptions and assessments of select submitted films
- Assist with communications with filmmakers and distributors
- Assist with gathering materials about the Film Festival for marketing and publicity purposes
- Assist with preparations for *Television and Beyond*
- Assist with organizing materials related to the Broadcast Archive

If possible:

- Assist with Film Festival on site at Lincoln Center (Jan. 9-22, 2019)

Requirements:

- B.A or M.A. in Film Studies, Museum Studies, or an arts-related field
- Excellent communication skills and attention to detail
- Enthusiasm for film and media; familiarity with museums.

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Curatorial Intern

Date: April 2018
Department: Curatorial
Title: Curatorial Intern
FSLA Status: Unpaid Internship
Supervisor: Associate Curator
Schedule: 2-3 days per week
Internship Term: Fall 2018

The Jewish Museum:

Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum is dedicated to the enjoyment, understanding, and preservation of the artistic and cultural heritage of the Jewish people. The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum applies a contemporary lens to its exhibitions, which range from ancient to contemporary art.

The Position:

We are looking for inspired individuals who would like to join the Curatorial Team of The Jewish Museum and develop their knowledge of exhibition realization in a professional, supportive environment. Fall interns will be assigned to assist Curators with research, correspondence, as well as general administration in connection with forthcoming exhibitions, presentations, and related special projects.

Responsibilities Include:

The intern will research specific topics in art, share their research, organize visual material, and perform general administration tasks such as (but not limited to) maintaining checklists and budget logs, mailing and invitation lists, general paperwork, and presentation materials. Current projects include portraiture in the museum's collections, and further topics in modern art and the museum's collections. The intern may be asked to research at off-site, public facilities in New York City, such as the Metropolitan Museum of Art library (Thomas Watson Library) the library at MOMA, the New York Public Library, etc. Other tasks will be assigned as the need arises.

Other Duties and Responsibilities (if applicable):

Typing, photocopying, digitization, filing, sorting mail, etc.

Requirements:

B.A. and M.A. candidates in Art History, as well as M.A. Candidates in Arts Administration and Museum Studies preferred
Knowledge of Microsoft Word, Excel, PowerPoint and excellent organizational, research, and communication skills are a must.

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Development Intern

Date: April 2018
Department: Development
Title: Development Intern
FSLA Status: Unpaid Position
Supervisor: Development Associate
Schedule: Part-Time; 12-24 hrs/wk
Internship Term: Fall 2018

The Jewish Museum:

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The Position:

The Development Intern at the Jewish Museum will provide essential support to the Major Gifts team in managing the Museum's individual giving groups: Young Patrons, Patrons, Contemporary Circle, and Museum Council.

Responsibilities Include:

- Identifying and researching new sources of funding;
- Supporting the execution of donor group mailings (solicitations, renewals, invitations, and acknowledgments);
- Updating and maintaining the donor database (Salesforce);
- Assisting in the planning and staffing of special events;
- Drafting correspondence;
- Assisting with the organization of office materials and supplies; and
- Miscellaneous projects, as assigned.

Requirements:

- Strong communication, written, and organizational skills
- Interest in learning about Major Gifts fundraising
- Knowledge of Word and Excel
- Ability to work independently and meet deadlines
- Willingness to periodically work nights and weekends, as necessary
- Interest in the arts



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Marketing Intern

Date: July 2018
Department: Marketing
Title: Marketing Intern
FSLA Status: Unpaid Position
Supervisor: Advertising & Outreach Coordinator
Schedule: 14 – 21 hours per week
Internship Term: Fall 2018

The Jewish Museum:

Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum is dedicated to the enjoyment, understanding, and preservation of the artistic and cultural heritage of the Jewish people. The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum applies a contemporary lens to its exhibitions, which range from ancient to contemporary art.

The Position:

The Jewish Museum seeks an attentive individual with a passion for New York creative culture to assist the Marketing Department advance its attendance and brand awareness goals. Working closely with the Advertising & Outreach Coordinator, this internship is a terrific opportunity to assist with each stage of exhibition and program marketing, from paid advertising campaign strategy and delivery, to unpaid audience growth tactics.

Responsibilities Include:

- Artist Research
- Identifying cross-promotional opportunities through research of current cultural events in New York, including exhibitions, museum public programs, concerts, and academic events
- Audience data collection and basic analysis
- Light event calendar data entry

Requirements:

- Current Bachelors or Masters student of Art History, Marketing, Business, Jewish Studies, or other related studies
- Superb research and organizational skills
- Proficiency in Microsoft Office Suite, particularly Excel

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Membership Intern

Date: April 2018
Department: Membership
Title: Intern
FSLA Status: Unpaid Internship
Supervisor: Director of Membership
Schedule: Schedule is flexible: three days or 21hrs per week
Internship Term: Fall 2018

The Jewish Museum:

Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum is dedicated to the enjoyment, understanding, and preservation of the artistic and cultural heritage of the Jewish people. The Museum has a unique identity as a hub for art and Jewish culture, drawing on a collection of nearly 30,000 works of historical and contemporary fine art, Judaica, antiquities, folk art, ceremonial objects, and broadcast media. The Museum applies a contemporary lens to its exhibitions, which range from ancient to contemporary art.

The Position:

Gain firsthand professional experience in a membership and development office, and learn about the inner workings of a museum. Assist membership staff with important customer service tasks, in person, over the phone, and via email. Work on special projects in support of overarching membership strategy. Perform data entry as needed. Gain experience in marketing strategy, customer service, database and ticketing platforms, and other software.

Responsibilities Include:

- Assist membership staff with customer service tasks in person at the Museum, over the phone, or via email
- Perform data entry as needed and pertaining to membership and transaction information
- Provide general administrative support to the membership department as needed
- Work on special projects in support of the membership marketing strategy, including competitive analysis research and updating membership manuals

Requirements:

- Excellent interpersonal, organizational, writing, and computer skills, including Microsoft Office suite
- Ability to meet deadlines, work on multiple projects, and interact with members and staff at all levels
- Be a detail-oriented, creative, thoughtful, energetic team player and self-starter with a good sense of humor and a strong desire to succeed



- Willingness to work in office and at events, including evenings, weekends, and some National holidays
- Previous customer service experience a plus
- Interest in museums, cultural institutions, or nonprofits preferred
- B.A./B.S. or M.A. candidate, or recent graduate

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