

# **WHITNEY MUSEUM OF AMERICAN ART ACADEMIC YEAR INTERNSHIP PROGRAM**

**GENERAL DESCRIPTION:** Internships are open to college juniors and seniors who volunteer their time in order to gain first-hand experience on how a museum functions. Recent graduates and graduate students will also be considered if there are appropriate projects. Under the supervision of a department head or curator, interns assist with regular departmental activities that range from research and special projects to routine clerical tasks. In addition, interns are encouraged to attend the Museum's educational activities to help broaden their perspectives beyond those provided by the assigned departments.

Internships begin at the start of each semester and run through the end of the academic year. Interns are required to work 2-3 days per week for the entire semester, and there is **no stipend**. During the program, interns are eligible for regular employee discounts, invitations to exhibition openings and free admission to most New York City museums.

Internships are available in the departments listed below. Applicants should review and list three, in order of preference -- however, there is no guarantee that we will be able to accommodate a preference. **Please note that these descriptions refer to the overall responsibility of the department and not necessarily to the work in which interns will have direct involvement.**

**ADMINISTRATION:** Responsible for the overall management of the Museum and provides general supervision over all aspects of the Museum's programs and departments.

**CURATORIAL:** Curators organize exhibitions and write accompanying catalogues and/or brochures. The chief curator and seven curators oversee a collection of over 18,000 works of paintings, sculpture, prints, drawings, photographs and film & video. There is also an adjunct curator of new media arts.

**DEVELOPMENT:** Responsible for the fundraising activities of the Museum. Development includes the following areas: corporate partnerships; foundation and government relations; major gifts; membership and special events.

**EDUCATION:** Educational programs and resources are designed to make the Whitney's collection of American art and its comprehensive exhibition program accessible to multiple audiences and address the critical, historical, and contemporary issues of our increasingly complex, multicultural society.

**EXHIBITIONS & COLLECTIONS MANAGEMENT:** Coordinates the installation of the permanent collection and traveling exhibitions with curators, registrars, art handlers, design and construction. Prepares and monitors exhibition budgets. The Registration Department is part of the department (please see below for separate description).

**FINANCE & TREASURY:** Responsible for the Museum's operating and capital planning, budgeting, analytical reporting, benchmarking, liquidity management and banking relationships. In addition, the department manages the Museum's endowment portfolio under oversight of the Investment Committee.

**GRAPHIC DESIGN:** Develops, implements, and maintains all Museum visual communications. Develops institutional identity, advertising, promotional material, signage, and web design.

**LIBRARY:** The Frances Mulhall Achilles Library contains more than 37,000 books and exhibition catalogs as well as over 500 linear feet of vertical files on American art and artists. Originally the personal collection of the Museum's founder, Gertrude Vanderbilt Whitney, the library has been collecting research materials on American artists for the past seventy years. MLS students preferred.

**MARKETING & COMMUNICATIONS:** Promotes the Whitney's exhibitions, educational programs, publications and the activities of the professional staff of the Museum in a way that maximizes their impact and reinforces the institution's vision and values.

**PUBLICATIONS:** Edits and produces all the Museum's printed and electronic materials including catalogues, brochures, posters, calendars, web assets and other ephemera. Rights & Reproductions is part of Publications.

**REGISTRATION:** Responsible for the physical care of the Whitney's permanent collection and performs all duties required to ensure the professional standards of the Museum. Manages and coordinates arrangements (packing, crating, insurance, storage, installation, etc.) having to do with the collection and objects on loan to exhibitions from outside sources and from the permanent collection.

## **QUALIFICATIONS AND APPLICATION PROCEDURE:**

Internships are open to university students who are currently juniors, seniors or graduate students majoring in art history, have a strong interest in American art and/or museum work. Applicants interested in curatorial should be aware that preference will be given students who are art history majors and have related experience. Recent graduates and graduate students may also apply and will be considered projects as they arise.

Please send or email the following information:

- Resume
- Cover Letter – list of up to three departments: Describe why you are interested in these departments and what skills you have to contribute to these areas.
- Proposed beginning and ending dates of internship
- Availability for an in-person interview -- please give dates.

After reviewing applications, the Human Resources Department will contact selected applicants for in-person interviews, subject to availability.

The mailing address for application materials is:

Human Resources Department  
Whitney Museum of American Art  
945 Madison Avenue  
New York, NY 10021

Email address: [hr@whitney.org](mailto:hr@whitney.org)

***The Whitney Museum of American Art is an Equal Opportunity Employer. The Museum does not discriminate because of age, sex, religion, race, color, national origin, disability, marital status, veteran status, sexual orientation or any other factor prohibited by law. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply for vacant positions at all levels.***