

WHITNEY MUSEUM OF AMERICAN ART

2012 SUMMER INTERNSHIP PROGRAM

The Whitney Museum's Summer Internship program is open to college juniors, seniors and graduate students (no freshmen). Under the supervision of a department head or curator, interns gain first-hand experience assisting with regular departmental activities that range from research and special projects to routine administrative and clerical tasks.

The Human Resources Department (HR) organizes weekly activities designed to introduce interns to different departments within the Museum and broaden their perspective beyond the assigned departments. Activities include weekly seminars with department heads and curators and field trips to smaller cultural institutions around New York City.

The **2012 Summer Intern Program** begins **June 4th and ends August 3th**. Participants must be available for nine consecutive weeks of work, five days per week and will need to arrange for housing independently. There is no stipend, but interns receive two unlimited monthly metro cards. During the program, interns are eligible for regular employee discounts at the Museum restaurant, the retail store, invitations to exhibition openings and free admission to most other New York City museums.

Internships are available in the departments listed below. Applicants should review the list and state 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 the work interns will do during the program**.

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.

INFORMATION TECHNOLOGY (IT): Oversees and maintains the Museum's computer systems, telephones, and associated equipment. The Interactive Technology division of the IT department is responsible for the Museum's website and internal staff wiki, as well as the implementation of new media and interactive technology initiatives.

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 college juniors, seniors and graduate students (no freshmen) who study different academic disciplines, have a strong interest in American art and/or museum work. Applicants interested in curatorial should be aware that preference will be given to upperclassmen and graduate students who are art history majors and have related experience. Candidates should have a strong academic background, internship/job experience and excellent administrative skills.

There is no separate application, and **incomplete applications will not be considered**. **All materials should be compiled by you, mailed together in one package** and include the following:

- Resume
- Cover Letter – include list of 2-3 Museum departments, in order of work preference. Describe why you are interested in these departments and what skills you have to contribute to these areas.
- A one-page statement of purpose stating why you are interested in museum work, your reasons for applying to the Whitney Museum and what you hope to contribute and gain from the experience.
- Proposed beginning and ending dates of internship (if different than program dates)
- Housing arrangements (include in cover letter)
- Letter of recommendation from a college professor or employer (do not send separately)
- College transcript (do not send separately)
- Availability for an **in-person interview (required)** in March -- please give dates.

ALL APPLICATION MATERIALS MUST BE POST MARKED BY FEBRUARY 15TH.

After reviewing applications, the Human Resources Department will contact selected applicants for in-person interviews. Since last minute openings do occur, those not selected for an initial interview or who are interviewed but not initially accepted, will be placed on a waiting list.

SUBMIT APPLICATION MATERIALS BY MAIL TO:

Human Resources Department
Whitney Museum of American Art
945 Madison Avenue
New York, NY 10021
Hr@whitney.org (for questions only)

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