

THE JEWISH MUSEUM
Curatorial Intern
2010 Fall Internship

DEPARTMENT: Curatorial Affairs
FLSA STATUS: Unpaid position
SUPERVISOR: Curatorial Assistant
SCHEDULE: 1-2 days/week; 3 to 4 hours total per week
POSTING DATE: August 2010
START DATE: September 2010

Description: The Jewish Museum's internship program provides an opportunity to participate in the day-to-day operations of one of New York City's leading museums of art and culture. An intern is needed in the Curatorial Affairs department to assist with The Jewish Museum's artist submission program and provide administrative assistance as needed.

General Responsibilities: The Jewish Museum receives a high volume of submissions from artists and galleries around the world. The primary project of this intern will be logging in and responding to general inquiries regarding unsolicited submission materials. Additionally, the intern will also be assigned general administrative tasks in conjunction with the submission review process.

Required background: Undergraduates in Art History or Studio Art preferred. Proficiency in Microsoft Word and Excel required. Candidates must possess excellent organizational and clerical skills. The Jewish Museum is an **equal opportunity employer**. Please note that this is an **unpaid** position.

- Internship Dates: September 2010 to December 2010
- Flexible hours (1-2 days/week)
- **Free Admission to all New York City Museums and Discounts at most NYC Museum Gift shops and Bookstores**

E-mail résumé + cover letter or fax to:
The Jewish Museum
Attention: Human Resources Manager
1109 Fifth Avenue
New York, NY 10128
fax: 212-423-3232
interns@thejm.org