



MUSEUM OF THE MOVING IMAGE

INTERNSHIPS

SUMMER 2015

JUNE 8–AUGUST 14

Museum of the Moving Image offers full-time, paid summer internships. Under the supervision of department heads, interns have the opportunity to learn about the full range of Museum operations. Undergraduates entering their senior year in fall 2015, college graduates, and graduate students are eligible to apply.

The Museum's offices are open Monday through Friday, 9:30 a.m. to 5:30 p.m.

Collection Curatorial: Intern will assist with researching a new, major acquisition for the Museum's collection, and with general research support into recent and pending acquisitions.

Development: Intern will assist with the administrative needs of the development and membership department, including but not limited to research, data entry, and mailings, as well as event planning.

Film: Intern will assist in research, preparation, and implementation of film screenings and discussion programs, and with various web projects and publications. Intern will also assist with research for installations and exhibitions.

Institutional Archive: Intern will assist with a comprehensive inventory of the Institutional Archive, which contains documents, photographs, brochures, and products created by the Museum throughout its 30 year history.

To apply, complete the online application form at movingimage.us/intern2015, then email the following documents to internships@movingimage.us:

- A single PDF that includes: 1) a cover letter indicating your department of interest and 2) your resume.
- One letter of recommendation from a current or past professor or employer, which may be submitted with the rest of your materials or separately.

Applications must be received no later than March 30.

Finalists will be interviewed in person or by phone. Successful applicants will be notified no later than May 6.

The Museum of the Moving Image is an equal opportunity employer and encourages qualified candidates from all backgrounds to apply.