

Communications

- Expected projects/work assignments
 - Assist with preparation for the Whitney's fall and winter exhibitions (*Salman Toor: How Will I Know*, *Working Together: The Photographers of the Kamoinge Workshop*, *Julie Mehretu*) including researching and developing lists for targeted press outreach
 - Monitor and track media coverage of the museum and its exhibitions and programs
 - Assist with maintenance of press database in Raiser's Edge
 - Assist with replying to press inquiries sent to press office email
- Skills and qualifications required (including technology skills)
 - Computer skills
 - Microsoft Outlook, Word, Excel and PowerPoint
 - Attention to detail.
 - Strong writing, editing and research skills.
 - Interest in public relations and communications as well as modern and contemporary American art.
- What type of training will be provided?
 - Raiser's Edge software
 - Meltwater media monitor software
 - Content management system for the Whitney's press site, whitney.org/press
 - Other essential departmental procedures
- Outcomes
 - The intern will interact with members of the press over email.
 - They will also develop targeted lists for outreach related to upcoming exhibitions and have the opportunity to pitch stories to press.
 - They will gain technological skills related to media monitoring and the Whitney's press list database.
 - The intern will have the opportunity to gain in-depth knowledge of current and upcoming Whitney exhibitions and the museum's collection.