Department: Community and Government Affairs

— Expected projects/work assignments:
  
  — Intern will assist in maintaining relationships with the Museum’s community including with residents, businesses, non-profit organizations, and government representatives. The intern will do this through duties including but not limited to:
    — Assisting with community outreach to raise awareness about the Whitney and its exhibitions often through direct public engagement
    — Assist with organizing community engagement events
    — Assist with maintaining the Community and Government Affairs database
    — Monitor media coverage of the Museum’s hyperlocal community and relevant civic topics

— Skills and qualifications required:

  — Strong communication skills, including comfort with engaging with the public
  — Familiarity and comfort using G Suite and Microsoft Outlook, Word, Excel and Powerpoint
  — Attention to detail
  — Interest in public affairs, the City of New York and its cultural and civic communities.

— What type of training will be provided?

  — An introduction to New York civic life, including learnings about its leaders, institutions, communities, and topics of the day
  — Raiser’s Edge software
  — Training to support other essential departmental procedures

— Outcomes:

  — The intern will interact with the public to promote awareness about the Museum, its exhibitions and service to its communities
  — The intern will gain in-depth knowledge of the Museum including its current and upcoming exhibitions and programs and operations.
  — The intern will learn about the intersections between community, government and culture firsthand by supporting departmental work.