

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.