

## Office of People and Culture Internship

### Projects/work assignments

The OPC intern will assist with some aspects of the department with emphasis on employee engagement. Duties may include:

- Assisting with staff onboarding
- Outreach to other vendors for employee enrichment programming
- Providing support in event-planning for employees
- Lending a hand in Learning & Development initiatives
- Being at the frontline of the department, addressing questions from employees
- Maintaining the administration of the Whitney Museum's internship program

### The ideal candidate will

- Have some knowledge and interest toward modern and contemporary American art
- Be people-focused, charismatic, and dedicate themselves to upholding the OPC's values
- Be enrolled in an accredited academic program
- Hold an interest in museum administration

### Outcomes

The intern will exit our programming having accrued a basic understanding of our component of museum administration within the realms of payroll, benefits administration, and overseeing the employee life cycle.