



INTERNSHIP OPPORTUNITY

Fall/Spring 2022 - 2023

Contact Sophie at slo@eldridgestreet.org

Title:	Public Program and Communications Intern
Department:	Public Program, Public Engagement
Major Objectives:	Museum at Eldridge Street interns gain hands-on experience in the day-to-day operations of a small museum. Working closely with a variety of team members, interns are brought behind the scenes as staff make decisions and handle daily tasks. Interns assist with and lead diverse projects and tasks including museum admissions, Museum tours, assisting with public programming, maintaining visitorship statistics, market research, blog writing, and more.
Responsibilities:	Interns gain hands-on experience in visitor services, managing the admissions process and giving public tours. Interns also assist staff with short- and long-term projects related to group tours, public programs, communications and marketing, market research, content creation for social media, and other administrative duties essential to the Museum.
Qualifications:	Candidates should be excited about engaging with visitors from diverse backgrounds and providing excellent customer service. Attention to detail, punctuality and flexibility are crucial. Must be a self-starter with initiative. Interns should thrive in a collaborative, small-team environment. Experience in writing and video production/editing is preferred.
Training/Preparation:	Intern will work closely with the Deputy Director and other staff to learn the content and presentation skills necessary to give a public Museum tour. Intern should be prepared to delve into learning the history of the Eastern European Jewish community in NYC and of the Lower East Side at the turn of the century.
Time and Place:	Interns are currently scheduled to work on-site at the Museum
Commitment:	Early September through mid-May, with flexibility for individual academic schedules. 15-18 hours/week. Paid.