Internship opportunity with the Dyckman Farmhouse Museum

This paid internship is funded by the National Endowment for the Humanities

Community Engagement Intern
10 hours per week, $18 per hour
Hybrid
Start Date: September 4, 2023
End Date: December 22, 2023

Community Engagement Internship, Dyckman Farmhouse Museum Alliance

The Dyckman Farmhouse Museum, the last farmhouse in Manhattan, is a vital cultural asset in New York City. The mission of the Dyckman Farmhouse Museum Alliance (DFMA) is to support the preservation of the historic site, to be a catalyst for engaging, adventurous programming and to be a good neighbor and a dynamic resource for the community.

DFMA is looking for a Public Programming and Communications Intern for Summer 2023. The internship will begin on May 29th, 2023. DFMA is seeking a highly motivated, creative, and detail-oriented intern to assist with the Museum's planning, executing, and promoting of programming and events, as well as museum communications and digital marketing. The internship will be a hybrid (remote/in-person) position. Applicants must be available to work on site in Inwood, Manhattan for a portion of this placement.

Description
The DFMA intern will build their communications knowledge through hands-on projects involving the collections, programs, and exhibitions of a New York City and National Historic Landmark dedicated to the inclusive histories of those who have occupied, lived and worked on the land that is now known as the Inwood neighborhood of Upper Manhattan. The scope of the projects and duties will vary, but will include:

- Collaborate with Museum staff on ideas for programmatic and communications-related content
- Assist museum staff with public programming coordination, logistics, and execution
- Support development of communications and marketing collateral to promote programs and events
- Assist with event set up, running of events, and event break down
- Conduct research that supports institutional communications and outreach, including programs, audience development, and partnerships
- Assist with the development of the Museum's monthly social media and promotional events calendars, as well as social media development for the Northern Slavery Collective (NorSC).
- Assist museum staff with community outreach work, including event promotion and working with community partners
- Work on site at the museum during open hours to greet and check in museum visitors
There may be some opportunities for remote work, and the intern will work off-site for a portion of the placement; applicants must have reliable access to the internet. Some training, supervision, and communications will occur online. Depending on the project, the intern will work closely with the museum’s Executive Director, Director of Development and Community Engagement, and the Digital Content and Programs Coordinator using video conferencing (Google Meet and Zoom), email, and chat. The intern will have the opportunity to participate in virtual department meetings, webinars, and other virtual professional development programming for museums.

Qualifications

- Experience with content creation outside of personal social media accounts is highly desirable
- Excellent attention to detail, ability to work independently, good time management, and strong interpersonal, research, organizational, and writing skills
- Proficient in various software platforms and digital services, including Microsoft Word, Constant Contact, Loomly, Facebook, Twitter, Instagram are helpful.
- Passion for our mission and commitment to community programming and equality.
- Familiarity with nonprofit organizations, underrepresented communities, and public programming is highly desirable.
- The internship will run between September 4, 2023 and December 22, 2023. Candidates must be able to work 10 hours per week over the course of the internship.

To be considered for this position, you must submit a resume and letter of interest that best showcases your qualifications for this position. Incomplete applications will not be considered. Applications may be emailed to programs@dyckmanfarmhouse.org.

Applications must be submitted by 9 am ET on Friday, August 4, 2023.

Interviews will be held in August, and a selection will be made by mid August.

No phone calls, please.

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The Dyckman Farmhouse Museum Alliance considers all applicants for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, DFMA complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it operates. DFMA also provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. All interested individuals, regardless of background, are encouraged to apply.