



Internship opportunity with the Dyckman Farmhouse Museum

Outreach and Engagement Intern

Tuesday-Saturday 9:30AM-4PM

6 Week internship

35 hours per week

Stipend amount: \$3,360

Start Date: May 2023

End Date: June 2023

Outreach and 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, adventuresome programming and to be a good neighbor and a dynamic resource for the community.

DFMA is seeking an Outreach and Engagement Intern for Summer 2024. The internship will begin in May 2024. DFMA is seeking a highly motivated, creative, and detail-oriented intern to assist with the museum outreach, bilingual public programming, and visitor engagement. 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:

- Work on site at the museum during open hours to greet and check in museum visitors, engage with visitors about our offerings, and educate visitors about the history of the site
- Conduct outreach work, including but not limited to, tabling at partner events, tabling outside of the Dyckman Farmhouse Museum, and sharing event flyers throughout Inwood and Upper Manhattan
- Conduct bilingual tours of the museum and grounds
- Work on the museum's "I Am, We Are, Inwood," project by interviewing local residents and creating video content for the museums online exhibition and social media channels
- Collaborate with Museum staff on ideas for programmatic and communications-related content
- Assist museum staff with public programming coordination, logistics, and execution
- 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 museum staff with community outreach work, including event promotion and working with community partners
- Other duties as assigned

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

- Fluency in Spanish (written and verbal) is a requirement for this position
- Ability to work on site Wednesday-Saturday at the museum is a requirement for this position
- Experience in museum or non profit public programming highly desirable but not required
- 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 but not required.
- Passion for our mission and commitment to community programming and equality.
- Familiarity with nonprofit organizations, underrepresented communities, and public programming is highly desirable.

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

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.