



Internship opportunity with the Dyckman Farmhouse Museum

Public Programming and Outreach Intern

10 Hours per week for 12 Weeks

Between September and December 2024

Stipend amount: \$2,000

Public Programing and Outreach Intern, 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 a Public Programming and Outreach Intern for Fall/Winter 2024. The internship will begin in September 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 an in person position. Applicants must be available to work on site in Inwood, Manhattan for this placement.

Description

The DFMA intern will build their engagement 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:

- Assist with major museum public programs such as Fall Festival, Dyckman After Dark, Snowflake Soiree, etc.
- Lead small scale public programs such as Story Times or Art activities for children
- 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
- 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
- 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
- Other duties as assigned

There may be some opportunities for remote work, 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 and Director of Community Engagement 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

- Ability to work on site two days per week at the museum is a requirement for this position
- The intern is required to work the following events: Fall Festival (Saturday, October 19th), Dyckman After Dark (Wednesday, October 30th in the evening), Rhythm and Brews (Thursday, October 24th in the evening)
- 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.
- Fluency in spanish (written and verbal) 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 by August 19th, 2024.. 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.