



Internship Opportunity

Job Title: Press and Digital Communication Internship

Internship or Job: Internships

Full or Part-time: Part-time

About Hudson Valley MOCA:

Hudson Valley MOCA is a 501(c)(3) non-profit arts and education organization that presents challenging exhibitions and programs that spark dialogue, enrich lives, and deepen our understanding of contemporary art, its contexts, and its relationship to social issues. Founded by Marc and Livia Straus in 2004, Hudson Valley MOCA is committed to serving the multicultural community of Peekskill, NY, a diverse, post-industrial river town that is a vibrant arts destination.

Our 12,000 square foot exhibition space - including a video screening room and a contemporary art reference library – features a variety of exhibitions, artist residencies, and public programming throughout the year aimed at bringing people and ideas together through art and the creative process. HVMOCA is also the primary sponsor of the Peekskill Project, an annual, city-wide exhibition of site-specific artwork.

Job Description:

Hudson Valley MOCA is seeking highly organized and motivated part-time interns to support the Social Media and Press Coordinator. Press and Digital Communications interns will gain hands-on experience in social media, public relations, and digital content creation, in addition to day-to-day operations at a non-profit arts organization. Responsibilities vary, but include tasks related to our website, social media accounts, and outreach to press organizations and art industry contacts. Interns will have the opportunity to work closely with staff including the Executive Director and Museum Manager, as well as local, regional, and international artists.

Training will be provided on-site by Hudson Valley MOCA's small and supportive staff that will help guide the interns towards achieving marketable skills and experience in arts administration as well as working with artists, installation, graphic design needs, social media, and more.

Location: Hudson Valley MOCA, 1701 Main Street, Peekskill, NY 10566

Work Hours: Two shifts per week, about 8 hours each, one weekend day required. Office hours are:

9 am – 5pm, Wed – Fri

10:30 am – 5 pm, Sat – Sun



Compensation details/other benefits:

- College credit and community service hours are available to qualified applicants
- Interns will learn about contemporary art, artists, project management, marketing, publicity, event planning, and much more.

Qualifications:

- Proficiency with Facebook, Instagram, and Twitter
- Proficiency with Adobe Creative Cloud programs, including Illustrator, Photoshop, InDesign, Premiere, and After Effects
- Proficiency with Microsoft Office Suite and Google Drive
- Familiarity with Hootsuite and Squarespace a plus
- Excellent written and verbal communication skills--bilingual/fluency in Spanish a plus
- Computer literacy for both PC and Mac systems
- Appreciation for art, particularly contemporary art
- Ability to balance short and long-term projects and work independently with a helpful and positive attitude

Responsibilities:

- Support Press and Social Media Coordinator with content creation and social media planning as well as social media optimization research
- Edit and prepare graphics and videos for publishing online and on social media platforms
- Capture photos of events, educational programs, and special occurrences to use in marketing materials
- Provide assistance as needed with events, education programs, and administrative duties
- Research and build relationships with press contacts at appropriate galleries

How to Apply:

To apply, please send a cover letter, resume, and two references to info@hudsonvalleymoca.org.

Equal Opportunity and Affirmative Action Statement:

We are an equal opportunity/ affirmative action employer. It is our policy not to discriminate against qualified applicants and employees on the basis of race, creed, color, sex, gender, age, national origin, religion, disability, veteran status, marital status, or sexual orientation.