



## **Internship Opportunity**

Job Title: Administrative 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 looking for inspired individuals to join their team who would like to develop their knowledge of museum administration and exhibition realization. The Administrative Intern will assist the Museum Manager with general administration in connection with forthcoming exhibitions and events, as well as supporting our membership initiatives and development programs. This is a great opportunity for motivated individuals who want to learn more about the inner-workings of non-profit arts organizations. Interns will have the opportunity to work closely with staff including the Executive Director, 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 7 - 14 hours each, one weekend day required.

Office hours are:

9 am – 5pm, Wed – Fri

10:30 am – 5 pm, Sat – Sun

#### HUDSON VALLEY MOCA

1701 Main Street, PO Box 209, Peekskill, New York 10566  
T (914) 788-0100 F (914) 9302623 | @hudsonvalleymoca | www.hudsonvalleymoca.org



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

Requirements:

- A strong command of reading and writing in English (bi-lingual/fluency in Spanish a plus)
- Background or strong interest in museum studies, art history, or a related field
- Impeccable attention to detail and a strong personal work ethic
- Excellent communication skills (oral and written) and professional email and phone etiquette
- Fluency with Microsoft Office programs on both PC and Mac platforms
- Ability to multitask and balance short and long-term projects
- A helpful and flexible attitude
- An appreciation for art, and an interest in contemporary art a plus
- Candidates must be highly adaptable, as assignments and tasks vary
- Candidate should feel comfortable interacting with the public about current exhibitions

Responsibilities:

- Assist the Executive Administrator in all aspects of the administration
- Assist in organizing exhibition calendar in conjunction with larger museum calendar
- Assist in organization of office filing system
- Aid in the installation and de-installation of exhibits if need be
- Assist in the implementation of the AIMP series and other events
- Assist with postal and online mailings, and press releases
- Assist with front desk admissions
- Represent Hudson Valley MOCA in a professional manner
- Provide assistance at special events, including public programs, receptions and workshops
- Assist staff with general institutional visibility and community outreach

How to Apply:

To apply, please send a cover letter, resume, and two references to [info@hudsonvalleymoca.org](mailto:info@hudsonvalleymoca.org).

Equal Opportunity and Affirmative Action Statement:

# HUDSON VALLEY MOCA

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.

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