Cultural Sector Executive Management Internship – Fall 2019
Historic Richmond Town, Staten Island NY
(8 – 24 hours per week)
Application Deadline: Rolling Admissions

Historic Richmond Town was founded as the Staten Island Historical Society in 1856. The mission is to create opportunities for the public to explore the diversity of the American experience, especially that of Staten Island and its neighboring. This complex includes NYC's oldest continuously working, family farm and two other historic sites - including one of the oldest original houses in the country. Over 100,000 annual visitors enjoy tours, educational programs, museum exhibits and special events.

Description

The Executive Management Internship is an opportunity for a person to gain cultural sector leadership experience. Reporting to the Executive Director, intern’s duties will include:

1. Shadowing Executive Director during meetings – on and off site
2. Assisting with executive level projects, such as strategic planning and financial management
3. Participate in the Historic Richmond Town Youth Council or Advisory Board
4. Work with Executive Director on implementing components of the organization’s Diversity, Equity, and Inclusion Plan.
5. Day-to-Day office operations

The internship has flexible dates and comes with a $500 stipend. No room and board available.

Qualifications:

Must be currently enrolled in or have completed a graduate study (museum studies, public history, education, American History, arts administration or similar). Qualified candidate must have an interest in leadership with the arts and cultural sector. Intern should be organized, mature, professional, confident and be able to work independently. An in-person interview is required.

If interested, please send cover letter and resume to: jphillips[at]historicrichmondtown.org