

# **Education Intern**

**Posted Date:** August 2025  
**Internship Term:** November 2025 to June 2026  
**Title:** Education Intern  
**Department:** Education  
**Reports to:** Senior Manager, School and Educator Programs  
**FSLA Status:** Non-Exempt  
**Schedule:** 12 hours per week  
**Salary:** \$18 per hour

## **The Jewish Museum:**

The Jewish Museum serves people of all religious, cultural, and ethnic backgrounds through world-class exhibitions ranging from ancient to contemporary. Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum aspires to be the global leader at the center of Jewish culture.

The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum's thought-provoking, innovative, and intellectually stimulating exhibitions and education programs serve a wide range of audiences, including families, children and teens, students, educators, and visitors with disabilities. As an identity-based institution, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among wide audiences and especially in these challenging times. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

The Jewish Museum is committed to creating an inclusive and welcoming environment for all. Integrity, collegiality, and excellence are central to the Museum's values. These values, along with an institution-wide commitment to Diversity, Equity, Access & Inclusion (DEAI), are embedded in the Museum's strategic plan.

## **The Position:**

The Jewish Museum is offering an internship opportunity for an individual on the autism spectrum who is interested in the administrative aspect of working in an art museum.



## **Responsibilities Include:**

The intern will be assigned a selection of the following tasks below depending on their interests and strengths:

- Data entry using Microsoft Excel and Google Sheets
- Create online listings for Family and Access Programs
- Observe and assist with Education programs in all areas including School, Adult, Family, Teen, and Access
- Research objects in the collection and upcoming exhibitions
- Attend curatorial lectures on current and upcoming exhibitions
- Follow up with tour participants with evaluation forms
- Create slideshow presentations for virtual tours
- Write Alt Text for works of art in the Museum's collection (training will be provided)
- Prepare and set up art materials for school, family, and access programs
- Create digital galleries of images from programs
- Enter and update constituent information in Salesforce to track the success of telemarketing campaigns
- Learn about the Jewish Museum, its history and collection

## **Requirements:**

- An interest in art history or visual arts
- A strong interest in working in museums
- Comfortable using a computer
- Familiarity with Microsoft Office and Google applications
- Willingness to learn or familiarity with Zoom, Salesforce, Acme Ticketing, The Museum System (TMS), and NetX
- Comfortable working independently and without direct supervision

**Deadline to Apply: October 10, 2025**

**Send Resume with Cover Letter To:**

**Director, Human Resources**

**The Jewish Museum**

**1109 Fifth Avenue**

**New York, NY 10128**

**Email: [jobs@thejm.org](mailto:jobs@thejm.org)**

*The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.*

