

Education Intern

Posted Date: September 2026
Internship Term: October 2026 to June 2027
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 is an art museum committed to illuminating the complexity and vibrancy of Jewish culture for a global audience. Through distinctive exhibitions and programs that present the work of diverse artists and thinkers, the Museum shares ideas, provokes dialogue, and promotes understanding. The Jewish Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience. Located on New York City's Museum Mile, in the landmarked Warburg mansion, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among diverse audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

For more information, please visit www.TheJewishMuseum.org.

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 using the Museum's database and other resources



- Attend curatorial lectures on current and upcoming exhibitions
- Enter payment information and create reports in the Museum's ticketing system (training will be provided)
- Follow up with tour participants with evaluation forms
- Create slideshow presentations for virtual tours using the Museum's Digital Asset Management System (training will be provided)
- Write Alt Text for works of art in the Museum's collection (training will be provided)
- Maintain orderliness of and restock supplies in art studio
- Prepare and set up art materials for school, family, and access programs
- Create digital galleries of images from programs
- 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, Ticketure, The Museum System (TMS), and NetX
- Comfortable working independently and without direct supervision
- Comfortable working in a shared work space. The museum offices are generally quiet and collaborative workspaces where employees are friendly and conversational. The gallery spaces and art studio can be crowded on busy museum days and are quiet at other times.

Deadline to Apply: October 9, 2026

Send Resume with Cover Letter To:

Director, Human Resources

The Jewish Museum

1109 Fifth Avenue

New York, NY 10128

Email: 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.

