

Department: Communications

Projects and work assignments

- Assist with preparation for the Whitney's fall exhibitions (*Jason Moran, Pope.L: Instigation, Aspiration, Perspiration, and Rachel Harrison*) including researching and developing lists for targeted press outreach
- Monitor and track media coverage of the museum and its exhibitions and programs
- Assist with maintenance of press database in Raiser's Edge
- Support at photo and film shoots
- Assist with replying to press inquiries sent to press office email

Skills and qualifications

- Computer skills
 - o Microsoft Outlook, Word, Excel and PowerPoint
 - o Photoshop experience desired.
- Attention to detail.
- Strong writing, editing and research skills.
- Interest in public relations and communications as well as modern and contemporary American art.

What type of training will be provided?

- Raiser's Edge software
- Meltwater media monitor software
- Content management system for the Whitney's press site, whitney.org/press
- Other essential departmental procedures

Outcomes

- The intern will interact regularly with key press both over email and in person.
- She or he will also develop targeted lists for outreach related to upcoming exhibitions and have the opportunity to pitch stories to press.
- She or he will gain experience managing photo shoots and assisting with other press events.
- The intern will have the opportunity to gain in-depth knowledge of current and upcoming Whitney exhibitions and the museum's collection.