

## Staten Island Museum Fellow

### About the Role

The Museum Fellow program at the Staten Island Museum is designed to provide opportunities to access paid work in museums and to offer mentorship for individuals interested in pursuing a career in the cultural field. This is an excellent opportunity for college students and those early in their career to gain meaningful experience working in a museum to develop pertinent skills for their career path.

For 2022/23, the Museum Fellow will focus on Exhibitions and Programs. The Fellow will assist with implementing several exciting projects throughout the year. From planning and production of in-person, hybrid, and virtual programming to participation in research and production related to exhibition initiatives, the Fellow will receive a comprehensive introduction into the daily operations of a 21st century museum.

The Fellow will support the Director of Curatorial Affairs and Programs with the development and production of the Museum's seasonal programming, featuring events for adults and family audiences, as well as aid in the development and production of new exhibitions. The Fellow will gain hands-on experience in producing public programs and exhibitions from ideation to execution and evaluation. At the conclusion of the fellowship, the Fellow will leave with practical knowledge about producing full-length museum programs and performances in a variety of formats. They will also understand many aspects of exhibition development and production, along with special projects from artists and experts.

### Learning Opportunities

- Learn the processes and resources required to produce museum programs and exhibitions for virtual and in-person audiences
- Gain experience in non-profit public programming, event development and planning, and exhibition production with hands-on experience
- Meet and work with experienced museum staff and Staten Island's arts and cultural community
- Attend all staff meetings to gain insights into all facets of museum planning and operations
- Develop and refine office skills and professional etiquette
- As a museum team member, receive reciprocal admission to museums in NYC

### Responsibilities including but not limited to:

- Help at programs with greeting attendees, check-in, and production assistance
- Communicate with artists and program leaders for program and exhibition planning
- Prepare program materials, setup and supplies for on-site and online programs
- Write program descriptions for museum newsletter and website
- Conduct research for upcoming exhibitions
- Facilitate program audience surveys with and analyze results
- Assist with program documentation
- Other duties as assigned

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## **Knowledge and Skills**

- Strong work ethic and sense of responsibility
- Courteous, professional manner
- Strong interpersonal skills interacting with a broad range of colleagues and museum participants
- Excellent writing and communication skills

## **Qualifications**

- Completed 2 years of college or 2 years of relevant work experience
- Demonstrated interest in arts and culture career
- Computer and technology skills: working knowledge of MS Office applications; social media proficiency; familiarity with Adobe suite desirable
- Experience working on virtual platforms such as Zoom and Microsoft Teams to assist with conducting virtual programs and for remote work as needed

**Schedule** Position starts in fall 2022 for a period of 9 months. 21 hours per week M – F between 9am-5pm, plus availability for evening and weekend programs.

**Compensation** \$13,000 salary for 9 month period, plus paid sick leave.

## **New York City Key to New York COVID-19 Vaccination Mandate**

The health and safety of our Museum community is the highest priority. As such, the Museum is requiring all newly hired staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law. All staff are required to wear masks while working in Museum spaces at this time.

## **About the Staten Island Museum**

**Mission** *Founded in 1881 and celebrating its 140th year, the Staten Island Museum engages visitors with interdisciplinary exhibitions, public programs, and educational activities for all ages. It is the mission of the Staten Island Museum to spark curiosity and generate meaningful shared experiences through natural science, art, and history to deepen understanding of our environment, ourselves, and each other.*

Our **Vision** is to:

- Make institutional decisions informed by diversity, equity and inclusion values
- Reflect the diversity of the Staten Island community as represented by our board, staff, and volunteers
- Provide a museum environment and program that is truly welcoming and inclusive of all people

# STATEN ISLAND MUSEUM

## To Apply

Applications will be accepted until July 31, 2022. Email a cover letter with resume to [apply@statenislandmuseum.org](mailto:apply@statenislandmuseum.org) with “Fellow” in the subject line or via mail to, attention Rylee Eterginoso, Director of Curatorial Affairs and Programs, 1000 Richmond Terrace, Bldg A, Staten Island, NY 10301. No phone calls, please.

The Staten Island Museum is an Equal Opportunity Employer. The Staten Island Museum (SIM) and the Staten Island Cultural Institutions Group (SI CIG) values, celebrates, and is committed to fostering diversity, equity and inclusion. SIM believes building an inclusive and equitable environment is an ongoing, active process that requires constant and deliberate mindfulness and attention. Through policies, procedures and programs, SIM values and seeks the strengths of human variety in race, ethnicity, culture, language, religion, personal beliefs, gender, gender fluidity, sexual orientation, family structure, age, ability, veteran status, socioeconomic status, geography, immigration status, and country of origin. Across communities, in programming, with staff, boards of directors, volunteers, artists and visitors, SIM persistently strives to build a culture of diversity of voice and representation, authentically inclusive spaces and equity for all.

Please visit the Museum’s website at [www.statenislandmuseum.org](http://www.statenislandmuseum.org) for more information.