



**Museum at Eldridge Street  
2024 - 2025 Academic Year**

**Public Programs & Communications Intern**

**Organization Background**

The Museum at Eldridge Street, a non-sectarian cultural organization in Lower Manhattan, was founded with a mission to restore and interpret its home, the historic Eldridge Street Synagogue, and serve people of all backgrounds with educational and cultural programs inspired by the landmark building and Lower East Side neighborhood. Built in 1887, the building is an architectural marvel and a symbol of immigrant aspirations realized. It is the first grand synagogue purpose-built by Eastern European Jewish immigrants in the United States, and was nearly lost to neglect before the Museum's 20-year, \$20 million restoration project returned the space to glory and public use. Visitors are welcome to tour the National Historic Landmark and learn about its time as a cultural hotspot in the bustling Jewish Lower East Side, to its decades of decay, to its miraculous rebirth as a 21st-century Museum.

**Summary**

*The Museum at Eldridge Street seeks one (1) **Public Programs & Communications Intern** for the 2024 - 2025 academic year. This is an onsite, paid internship at \$16/hour for schedules of up to 20 hours per week. This internship opportunity is ideal for individuals interested in the museum field, history, Jewish studies, art history, anthropology, social history, historic preservation, architecture, and event planning. Interns will have the opportunity to work in a variety of departments, including public programs, education, visitor experience, exhibitions, and more. Application deadline is Monday, July 1. Expected start-day is Monday, September 9, 2024.*

**Qualifications**

- Current undergraduates, recent graduates, or postgraduate student;
- Strong interest in a career in the museum field;
- Flexibility in working museum events on evenings or weekends, as required;
- Strong writing, editing, and communications skills;
- Comfortable with interfacing with visitors and public speaking.

**Functions**

- Assist with the planning, research, development, implementation, and outreach of the Museum's public programs and audience engagement initiatives;
- Support the registration and day-of support of programs and events;
- Assist with the planning, research, development, and implementation of outreach initiatives;
- Help with collection of data and surveys;
- Work on promotional materials such as marketing emails and program listings for communications;
- Develop content for social media platforms;
- Provide Museum tours for the public;

- Provide support to Visitor Experience staff with visitor inquiries and essential administrative tasks;
- Work with other departments as needed.

### **How to Apply**

To apply, please submit the following materials via email as a single pdf to the following address: [Jcohen@eldridgestreet.org](mailto:Jcohen@eldridgestreet.org). (In the subject line, please include the following format: First and Last Name - Internship you are applying to).

1. A cover letter including which internship you are applying for, reasons for seeking an internship at the Museum at Eldridge Street, and what you hope to gain from the experience.
2. Your resume.
3. Names and contact information of 2 references (please include the person's name, title, organization, telephone number, and email address).

Please note, applications received without all requested information, including a cover letter, will not be considered. Due to the high volume of applications, we will respond to you only if you have been selected for an interview.

### **Mission & Value**

The mission of the Museum at Eldridge Street is to restore and preserve the National Historic Landmark 1887 Eldridge Street Synagogue and to provide cultural and educational programs that serve a broad public.

At the Museum at Eldridge Street we:

- Welcome people of all faiths and cultures;
- Teach and reinforce tolerance;
- Believe diversity is our strength;
- Believe openness and exchange makes us stronger;
- Celebrate the special role that the Eldridge Street Synagogue plays in making Jewish life and immigrant culture available to all visitors, whatever their background.

*The Museum at Eldridge Street is an equal opportunity employer. As such, the Museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, race, religion, sexual orientation or any other classification protected by federal, state and local laws. The Museum at Eldridge Street is a 501-c-3 tax-exempt organization.*