

**B. Internship arrangement**

Internship title/position: Museum of Chinese in America 2017 Summer Full-Time Intern

\*MOCA will place the intern in a suitable department, depending on the candidate’s skills and qualifications. We have openings in the Collections and Research Center, Development, Education, Exhibitions and Curations, Marketing and Communications, Media Production, and Public Programs. Please check our website for details about qualifications for positions in various departments:  
[http://www.mocanyc.org/about/internship\\_opportunities](http://www.mocanyc.org/about/internship_opportunities)

Number of interns to be accepted: 1

Internship city and country: New York City, New York

Duration of internship: June 19, 2017 – August 11, 2017

**Job Specifications:**

All our full-time interns take part in orientation, weekly professional development seminar series, participate in oral history interviews and conduct exhibition/program related research and outreach. Depending on the placement in departments, intern’s project could range from developing exhibition contents, cataloguing MOCA collections, processing new acquisitions, planning fundraising events, designing marketing materials, editing oral histories, evaluating education programs.

**Requirements on the interns:**

*(e.g. field and year of study of student, computer knowledge and relevant skills)*

This program is open to students currently working towards a degree at the college and graduate level such as an MFA, Masters, and MBA. Recent graduates are also welcome to apply. While the student’s discipline or major is important, we also seek individuals with a deep level of interest and discipline.

Working hours: Monday to Friday from 10:00 am to 6:00 pm

Please tick the corresponding box(es) and specify the details if your organization would provide any of the following which are **optional** under the Program –

<input type="checkbox"/> Accommodation		<input type="checkbox"/> Transportation	
<input type="checkbox"/> Wages/Salary		<input checked="" type="checkbox"/> Others (e.g. meal)	Weekly Professional Development Sessions