

Louis Armstrong House Museum
Queens College, CUNY

Position Description

Title: Museum Fellow

Work Locations: LAHM buildings on 107th street, Corona, Queens.
LAHM offices at Queens College, Flushing, Queens.
Occasional outreach locations.

Current as of: 31 October 2018

Summary: The Museum Fellowship is an internship position. Fellows are selected annually through competitive applications. A chief goal of the Museum Fellows Program is the training of students or recent graduates to become museum professionals. Fellows work directly with senior staff and engage in a wide variety of increasingly responsible activities. Fellows split their service between the historic site and the monumental research collections.

Reports to: Visitor Services Manager (historic site rotation)
Research Collections Manager (research collections rotation)

Works closely with: Executive Director, Programs Officer, Director of Research Collections.

Duties include:

1. Conduct interpretive tours of the historic site (a National Historic Landmark and New York City landmark) to various populations
2. Research and write new tours for the historic site
3. Assist in the planning and production of public programs (concerts, lectures, film screenings, etc.)
4. Assist in the acquisition, preservation, and description of materials in the research collections
5. Assist researchers with their use of the research collections
6. Support the Executive Director with administrative and development tasks
7. Participate in staff meetings, outreach events, community events, etc.
8. Other duties as assigned.

Hours: 35 hours per week.
Schedule to be determined, Monday-Sunday, 9:00 am – 5:30 pm.
Occasional evening events.
Curatorial Fellowships typically run from September to June.

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AFFIRMATIVE ACTION/AMERICANS WITH DISABILITIES ACT EMPLOYER.