

Community Outreach Intern

Commitment: 2-3 days per week

Semesters: Fall, Spring, Summer, or full academic year

3 positions available

Description: Under the guidance of the Community Outreach Coordinator, the Community Outreach Intern will perform functions critical to communicating RMA's mission and offerings to myriad audiences, including NYC's senior, Spanish and Chinese language speaking, deaf and hard-of-hearing, blind and partially sighted, and immigrant communities, as well as tourists and Asian art lovers.

Tasks include: Creating and managing lists in Excel; internet research; traveling throughout New York City to distribute museum literature and make personal contact with potential museum audiences; relationship building with our local Chelsea business neighbors; meeting and greeting community members at networking events; writing letters; assembling mailings.

Skills Required: Internet research skills and proficiency in Excel, Outlook, and Word. Ability and desire to travel independently throughout New York City to distribute museum literature.