

SOLOMON R. GUGGENHEIM MUSEUM

Retail Business & E-Commerce Fall 2016 Internship

The Solomon R. Guggenheim Museum is currently accepting applications for a Fall 2016 internship in the Retail Business & E-Commerce Department. The Fall 2016 Internship Program will begin on Monday, September 19 and end on Friday, December 16. Fall internships are either full-time or part-time, depending on the department, and all internships require a minimum commitment of 2 days per week.

The Retail Business & E-Commerce Department is responsible for operating the museum's on-site and online retail stores, direct mail and wholesale operations, as well as product development. The selected intern will have the opportunity to be involved with daily administration of the department, assessing customer experience, tracking and reporting stock, and taking product inventory.

Candidates (junior-year college level or above) who have taken coursework in business administration, retail administration, arts administration, merchandizing, marketing, or design may be interested in this internship position. Individuals with previous experience in museum stores or other retail environments are strongly encouraged to apply. Knowledge of Excel, Adobe Photoshop, InDesign, and/or Google Analytics is preferable.

The Retail intern will also have the opportunity to participate in the Museum Culture Seminar program. The MCS program forms an integral part the Guggenheim Museum Internship Program, meeting most Fridays throughout the course of the semester. The MCS program includes field trips to sites such as auction houses, galleries, corporate collections, and other museums in and around New York City. Discussion with Guggenheim Museum staff from a range of departments and awareness of a range of museum-related issues is facilitated.

To apply, please send cover letter, resume, two references, and writing sample to internships@guggenheim.org. **All applications are being reviewed immediately upon receipt.**

For more information about the Internship Program, please visit our website: www.guggenheim.org/internships.