



Public Program & Education Intern Fall 2025

Position description:

- Act as an official museum greeter on an as-needed basis: running the Admissions Desk and Museum Gift Shop, answering visitor questions.
- Learn and lead guided tours of the house.
- Develop a themed tour or education program to be included in the museum's event calendar.
- Help set-up, manage, and strike programs and special events
- Administrative tasks as needed.
- Anything else you want to learn about the operations of a small museum!

Qualifications:

- Interest in museum programming and operations
- Excellent communication skills required
- Experience in public facing roles and working within a team
- Knowledge of 19th century NYC history

Availability

- 2 days per week on Wednesday, Thursday, or Friday, 10-5 p.m.
- Must have evening availability (6 - 11 p.m.) on October 10, 17, 18, 24, 25, 26, & 30 to assist with running Ghost Tours
- Additional evening availability a plus for holiday programming (November-December)

How to apply:

Email a cover letter, including availability, and resume to programs@merchantshouse.org with the subject line "2025 Public Program & Education Intern."

MERCHANT'S HOUSE MUSEUM

29 East Fourth Street, New York, NY 10003

212.777.1089 www.merchantshouse.org