

UNITED STATES COURT OF APPEALS FOR THE
SECOND CIRCUIT



VACANCY ANNOUNCEMENT

May 8, 2026

Reference No.: FY 26-12

Position Title: Summer Exhibition Design & Research Intern
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: \$20 to \$25 per hour
Depending on experience and qualifications
Closing Date: **Open until filled**
Expected Start Date: May 26, 2026

The Second Circuit Library is seeking a motivated and detail-oriented intern to support the development of new museum exhibition concepts for our courthouse spaces. This role is ideal for someone interested in the intersection of research, storytelling, and spatial design.

POSITION OVERVIEW: The successful candidate will have a strong interest in public history, exhibition development, and design, with the ability to translate research into compelling visual narratives. Tasks will include, but are not limited to:

- Developing exhibition concepts, including spatial layout, flow, and visitor experience.
- Creating concept sketches, mood boards, and visual references to communicate design ideas.
- Collaborating with library staff to translate research and content into compelling visual narratives.
- Identifying comparable exhibitions, case studies, and design precedents to inform concept development.
- Conducting research on exhibition themes, including historical, cultural, and/or artistic context.
- Assisting in preparing presentation materials for internal reviews and stakeholder meetings.

QUALIFICATIONS: Preference will be given to those currently enrolled in, or recently graduated from, an Exhibition Design, Museum Studies, Architecture, Interior Design, Industrial Design, Fine Arts, or a related field, though all with relevant experience are welcome to apply.

The successful candidate will possess:

- A portfolio demonstrating experience in exhibition or spatial design.
- A close attention to detail, with strong organizational skills.
- Excellent written and oral communication skills.
- Proficiency in design and rendering tools (e.g., Adobe Creative Suite, SketchUp, Rhino, Blender, or similar).
- An ability to work effectively under supervision and independently.
- Strong visual communication and storytelling skills.
- An interest in museums, cultural institutions, or public-facing design.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The candidate(s) selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay required.

TO APPLY: Please email a cover letter, resume, and sample work product **as a single PDF attachment** to resumes@ca2.uscourts.gov, subject line: **“Summer Exhibition Design & Research Intern, Reference No. FY 26-12.”** **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Your cover letter should include your summer availability and best means of contacting you. The work product could be a link to a portfolio of work or school projects. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.