

Urban Institute for Contemporary Arts

Unpaid Intern Position Description

Position Title: Education & Community Programs Internship

Department/Location: Community Programs

Staff Supervisor: Katherine Williams

AVAILABILITY:

Fall/Winter Semester: 10-15 hours per week, schedule flexible within M-F, 9-5 office hours.
Desired start date:

Summer Semester: 15-18 hours per week, schedule flexible within M-F, 9-5 office hours.
Desired start date: June 15, 2017

DUTIES & RESPONSIBILITIES:

Assist with preparation and maintenance of exhibition-related access accommodations; assist with delivery of gallery, studio, and off-site educational programming for audiences of all ages and abilities from the community. Support departmental research and evaluation activities. Individuals with K-12 classroom, studio, and alternative education experience are encouraged to apply. *This position will assist with coordinating ArtPrize 9 Education Days programming and supporting Exit Space Project initiatives.*

QUALIFICATIONS:

- Graphic design skills in print materials with some knowledge of digital design.
- Must be confident in Adobe Creative Cloud.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers, and public.
- Basic filing, typing, and computer skills.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.
- Preferred Qualification Database software: Altru, Razors Edge, Blackbaud, or similar experience.

EDUCATION:

- Working towards completing a BA, BFA, MA, or MFA in similar field.
- Junior in good standing with a minimum GPA of 2.8

Training:

- General UICA orientation provided by Volunteer Department.
- On-the-job training will be provided, as needed.

Application Requirements:

- 1 Cover Letter
- 2 CV/Resume
- 3 Letter of Recommendation (2)
- 4 Portfolio - Curatorial/Education Applicants
- 5 Writing Sample - One Page
- 6 Unofficial Transcript

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