



## Museum of Contemporary Art Santa Barbara Position Description | General Museum Intern

### GENERAL MUSEUM INTERN

The MCASB internship program integrates work experience with academic and professional development that prepares interns for their future careers. Unique to the MCASB experience are the levels and diversity of responsibilities and the inherent range of topics presented to interns. The types of work assignments vary depending on the role, skill set, and level of experience of each intern. Interns will work together with their supervisors to create a mutually beneficial experience.

MCASB interns acquire an interdisciplinary introduction to the Museum, how an institution of our size operates, and the specific skills essential to each department. Interns must maintain a working knowledge of the art and artists currently on view to successfully assist with tasks and big-picture projects in the office and facilitate engaging, memorable visitor experiences in the galleries while protecting the art. Mandatory training sessions are provided to each class of interns prior to the opening of each exhibition to familiarize interns with the history, programs, staff, and mission of MCASB.

This educational internship is designed for students and entry-level professionals. During their time at MCASB, interns have the opportunity to earn class credit, gain free entry into museums, meet with leading contemporary artists and art professionals, and begin building their creative network. Every participant has a chance to establish lasting relationships with MCASB staff, who are committed to supporting our interns both professionally and personally.

It is highly recommended that applicants visit the Museum and review the MCASB website to learn more about our exhibitions, programs, and events *before* applying.

### COMMITMENT

**Successful candidates will have 6 to 20 hours availability per week, for approximately 20 weeks (or longer). Occasional evening and weekend availability required. While prior museum or gallery experience is not necessary, appreciation for and interest in contemporary art is essential.**

#### ADDITIONAL COMMITMENT REQUIREMENTS

- Three (3) Training Sessions at four (4) hours each:
  - Institutional training
  - Curatorial exhibition training
  - Engagement training
- Participate in exhibition de-/installation period prior to opening reception
- Participate in opening reception and preparation
- Participate in additional Museum events/programs as scheduled
- Participate in monthly all-intern and all-staff meetings with Executive Director & Chief Curator

#### POSITION REQUIREMENTS

- Successful candidates are self-motivated, creative, and open-minded
- Excellent verbal, analytical, interpersonal and written communication skills
- Excellent organizational and administrative skills, attention to detail, and ability to multitask
- Ability to work independently

- Strong command of the English language
- Ability to interact effectively with diverse staff, Board members, supporters, and the community in a courteous and professional manner
- Ability to address fast-changing priorities and meet deadlines
- Must have strong working knowledge of Google Suite, MS Office (Word and Excel), Adobe Creative Suite is a plus
- Knowledge of main trends and institutions of the contemporary art scene
- Successful applicants will possess maturity regarding artistic content that may be difficult for certain audiences
- Intermittent physical activity including walking, extended standing at events, twisting, sitting, bending, stooping, and occasional lifting of up to 25 lbs
- Experience in non-profit fundraising with grant research and proposal writing skills is a plus

#### DUTIES MAY INCLUDE

- Provide general administrative support as needed (copying, database entry, fulfilling requests for information)
- Prepare reports, correspondence, and mailings as requested
- Assist with contract correspondence and invoicing
- Assist in managing donations and acknowledgements
- Prepare materials and summaries of meetings, conferences, and site visit findings
- Assist in presentation preparation
- Assist with staffing and logistical needs of events, workshops, and educational programs
- Assist with development of tours and workshops for all ages and backgrounds following current best practices and techniques
- Carry out research related to the artistic projects and curatorial narrative of MCASB
- Research main national and international cultural institutions and personalities
- Assist in the planning, organization and implementation of contemporary art exhibitions, public art projects, film, performance and performing arts series, as well as several other artistic projects
- Write an academic essay related to the curatorial narrative and short bios of exhibiting artists
- Preparatory related tasks: painting, keeping facility clean and monitoring integrity of galleries and offices, assisting with condition reporting, and general duties related to installation
- Prepare bound presentations for Executive Director and Board member(s) for meetings
- Assist with collecting and archiving Museum press-mentions, as well as support advertising efforts by posting flyers and postcards around town and digital announcements on online event calendars
- Assist in planning and executing fundraising strategies
- Record, upload, and edit images and video of performances, exhibitions, and events for MCASB archive and online posting
- Assist in grant writing proposals and grant reports, maintain grant schedules, files, and reporting requirements
- Perform other related duties as assigned (determined by performance, skill set, and level of experience at the discretion of the Executive Director)

#### HOW TO APPLY

Interested in joining our team? We hire on a rolling basis— please complete the **application** provided below, then submit it with your **resume** and a **writing sample** of 500 to 1,000 words to [engagement@mcasantabarbara.org](mailto:engagement@mcasantabarbara.org) with “General Museum Intern” in the subject line.

*Selected applicants will be invited to participate in an interview and skills assessment prepared by the Executive Director.*



# INTERNSHIP APPLICATION | Contact Information & References

## PREFERRED CONTACT INFORMATION

Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## REFERENCES

Please name two people we may contact for references:

Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Street Address : \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Street Address : \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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