

# Internship | Gallery Ambassador

*Applications accepted on a rolling basis, per exhibition cycle. [Click here to view our website for exhibition dates.](#)*

## DESCRIPTION

Our Gallery Ambassadors (GAs) represent Museum of Contemporary Art Santa Barbara (MCASB) by providing guests with engaging experiences and memorable interactions during their visits to the Museum. The majority of Gallery Ambassadors' responsibilities take place in the galleries of the MCASB working as the 'front-of-house (FOH)' staff, welcoming visitors, and acting as a conduit between Museum guests and the artwork we showcase in our exhibitions. Along with assisting in day-to-day museum operations, Gallery Ambassadors must maintain working knowledge of the artwork and artists currently on view. They must be familiar with MCASB history, public programs, current staff, mission and vision, which is reviewed in a series of mandatory training sessions prior to the opening of each exhibition. Gallery Ambassadors demonstrate the accessibility of contemporary art by facilitating conversation with visitors and encouraging participation. They convey to the public that MCASB is a community organization committed to enriching lives and inspiring critical thinking through meaningful engagement with the art and ideas of our time.

The Gallery Ambassador position is an experience-based educational internship for students and entry-level professionals to gain experience working within a non-profit museum setting. During their time at MCASB, GAs have the opportunity to earn class credit, gain free entry into local and state-wide museums, meet with leading contemporary artists and art professionals, and begin building their creative network. GAs have a chance to establish lasting relationships with MCASB staff, who are committed to supporting the Museum's interns both professionally and personally.

## REQUIREMENTS

Successful GAs are self-motivated, creative, and open-minded. While prior museum or gallery experience is not necessary, appreciation for and interest in contemporary art is essential. Individuals in this position should be able to maintain a professional demeanor in a variety of situations and possess excellent interpersonal and communication skills.

Gallery Ambassadors work a minimum of six hours per week during MCASB hours of operation, which can be split over multiple days or worked as one full shift. Each gallery shift is three hours, typically broken down by morning shifts (11am - 2pm) and afternoon shifts (2pm - 5pm). In addition, they must sign up for one program or event per month outside of their scheduled gallery shifts. Gallery Ambassadors attend three mandatory training sessions before an exhibition opens, as well as monthly intern meetings, which provide continued education in the museum field.

While a minimum commitment of one exhibition cycle (two - three months) is required, this internship involves a tiered approach to the educational benefits available to those who join us for more than one exhibition cycle.

**GA candidates must have six (6) to nine (9) hours availability per week, for at least one exhibition cycle. Occasional evening and weekend availability required for events. Prior museum or gallery experience is not necessary, but appreciation for and interest in contemporary art is essential.**

*\*\*GAs who self-identify as people of color are eligible to apply for MCASB's diversity pipeline program [Emerging Leaders in the Arts \(ELA\)](#), a nine-month-long experience-based education fellowship for individuals interested in art museum leadership. ELA provides professional development training, individual mentorship, and financial support for an independent curatorial project.*



## GA COMMITMENTS

- Attend three (3) training sessions for October 23, 2021 - January 10, 2022 exhibition cycle:
  - Friday, October 8, 2021 (2:30 - 4:30 pm): *Institutional Training*
  - Wednesday, October 13, 2021 (10 am - 1 pm): *Visitor Experience Training*
  - Wednesday, October 20, 2021 (10 am - 1 pm): *Exhibition Training and Artist Walkthrough*
- Be present for opening reception and event preparation
  - Saturday, October 23, 2021 (4 pm - 8:15 pm)
- Sign up for two or three gallery shifts per week (one gallery shift is three hours)
- Assist with one Museum event/program per month, COVID permitting
- Participate in all monthly GA meetings

## GA 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 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 (\*\*requires training)
- 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 Museum staff)

## HOW TO APPLY

Interested in joining the MCASB 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 “MCASB Gallery Ambassador” in the subject line.

*Selected applicants will be invited to participate in an interview with MCASB staff.*



## APPLICATION

### Internship | Gallery Ambassador

### Interests & Experience

1. Why are you interested in becoming a GA for MCASB? Why MCASB in particular?
2. How have your prior experiences prepared you for working as a GA with MCASB? *This should include skills, interests, academic coursework, and any part of your background that you believe would be beneficial to your role as a GA.*
3. Describe any experience you have with artistic or educational communities, as well as international audiences. *Volunteer, professional, and personal experiences are relevant.*
4. What do you hope to learn and benefit from this internship? *Consider your professional and academic goals.*
5. Please include your weekly availability for the exhibition cycle:

Mon:

Wed:

Fri:

Sun:

Tue:

Thu:

Sat:

Other:



## APPLICATION

### Museum Intern | Gallery Ambassador

### Contact Information & References

#### PREFERRED CONTACT INFORMATION

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

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### REFERENCES

Please name two people we may contact for references:

##### Reference 1

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Length of Relationship: \_\_\_\_\_

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

##### Reference 2

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Length of Relationship: \_\_\_\_\_

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