



Job Title:	Mesa Contemporary Arts Intern
Reports To:	Tiffany Fairall, Associate Curator (site supervisor) (480) 644-6562 or Tiffany.Fairall@mesaartscenter.com
Purpose:	Internships are a way students can gain professional experience and provide a service in their community. At Mesa Contemporary Arts, interns are an intricate part of the staff and assist with all aspects of the museum, including curatorial, objects management, exhibition installation and art education. Interns become familiar with proper museum procedures and expand their knowledge of the profession.
Time Commitment:	Internships generally require successful completion of 120 hours per semester. A schedule and weekly commitment is worked out with the Associate Curator before the start date of the internship.
Qualifications:	Must be a graduate or undergraduate student currently enrolled in college or a recent graduate interested in the arts or museum profession. Basic computer programs and internet skills required. Must be willing to learn! Knowledge of Access, PowerPoint and/or Photoshop a plus but not required. Training will be provided on the job.
Duties:	<ul style="list-style-type: none">• Assist with curatorial and educational tasks (i.e. assemble docent packets, develop PowerPoint presentations for juried exhibitions, update artist information in databases, organize artist files and photo document the exhibitions)• Assist with installations during heavy exhibition rotations (i.e. paint gallery walls, handle artwork, pack and unpack objects, and aid with general exhibition maintenance)• Assist with condition reports and document incoming and outgoing loans• Greet patrons at the front desk and assist at opening receptions• Depending on the intern's interests and skills, internship duties can be customized, providing students with a more in-depth learning experience in a particular area
Benefits:	<ul style="list-style-type: none">• Gain hands-on art gallery experience in an exciting and creative atmosphere.• Networking opportunities with artists, art professionals, and community leaders.• Continuing education in contemporary art.• May have an opportunity to hear lectures or participate in workshops about current art exhibitions.
College Credit:	Many students can receive college credits with internships. Check with your college academic advisor about the necessary requirements and proper paperwork and procedures.
Application Process:	Please send cover letter and resume to Tiffany Fairall, Associate Curator at Tiffany.Fairall@mesaartscenter.com . Prospective interns will be interviewed until position is filled.