



## CITY OF MESA VOLUNTEER JOB DESCRIPTION

### MESA CONTEMPORARY ARTS MUSEUM INTERN MESA ARTS CENTER

#### POSITION DESCRIPTION

Internships are a way students can gain professional experience and provide a service in their community. At Mesa Contemporary Arts Museum, interns are an intricate part of the staff and assist with all aspects of the museum, including curatorial, collections management, exhibition installation and art education. Interns become familiar with proper museum procedures and expand their knowledge of the profession.

#### Duties:

- Assist with curatorial and educational tasks (i.e. assemble docent packets; develop PowerPoint presentations for juried exhibitions; update artist information in databases; assist with exhibition checklists; organize artist files and photo document artwork and 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 off-site artwork pick-ups.
- Assist with condition reports and document incoming and outgoing loans.
- Greet patrons at the front desk and assist at opening receptions.
- Assist with special projects and fundraising initiatives.
- 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.

**Distinguishing Features:** 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.

#### QUALIFICATIONS

**Education and Experience:** Must be a graduate or undergraduate student currently enrolled in college and seeking internship credit. Must be interested in the arts or museum profession. Basic computer programs and internet skills required. Knowledge of Access, PowerPoint and/or Photoshop a plus but not required.

Check with your college academic advisor about the necessary requirements and proper paperwork and procedures to fulfill internship with MCA Museum.

**Training:** Training will be provided on the job.

## **ESSENTIAL FUNCTIONS**

**Manual/Physical:** Since this position involves assisting with installations, this candidate should be able to stand for long periods of time and may be required to lift up to 50 pounds.

**Mental:** Candidates should be energetic and enthusiastic. Interns should have a sincere interest in people of all ages; a sense of flexibility and cooperation; a strong attention to detail; and a respectful attitude for all points of view. Must be willing to learn!

**Time Commitment:** Internships generally require successful completion of 120 hours per semester. A schedule and weekly commitment are worked out with the Curator of Exhibitions and Education before the start date of the internship.

**Location:** Mesa Contemporary Arts Museum at Mesa Arts Center, 1 East Main Street, Mesa, AZ 85211.

**For More Information and Questions:** Contact Colette Pecenka, Curator of Exhibitions and Education, at 480-644-6561 or [Colette.Pecenka@mesaaz.gov](mailto:Colette.Pecenka@mesaaz.gov) .

**To Apply:** Please send cover letter and resume to Colette Pecenka, Curator of Exhibitions and Education, at [Colette.Pecenka@mesaaz.gov](mailto:Colette.Pecenka@mesaaz.gov) .

**Deadline:** Two interns are selected per year (Fall and Spring Semesters). Internships are given on a first come, first serve basis. Prospective interns will be interviewed until position is filled.