

MCCLA Gallery Internship

Goals

The internship position in the MCCLA Gallery (3 or 6 months contract) is not only an opportunity for the individual to develop a well-rounded understanding of the multifarious components of the exhibition arena (including exhibition design, programming, curatorial research, and development), but also to foster future, sustainable relationships with the individuals who both support and comprise, nonprofit organizations and other public programs.

Responsibilities

- * Assist with (de)installation of exhibitions in Main and Inti Raymi Galleries (and assist in respective reception and special events)
- * Assist with research in future programming
- * Assist in the research of Foundations, Grants, Corporate-Giving Programs, and other financial support systems for the Arts and non-profit institutions
- * Assist with office organization and correspondence
- * Assist in Development Projects (in-kind requests, sponsorships, etc)
- * Assist in multi-media projects (press release, photo/video documentation, etc)
- * Assist in preparation, distribution, and filing of artist loan documents
- * Assist in archival projects (artworks, documentation, etc)

Skills Required/Requirements

- * Understanding of both Art History and Contemporary Movements in Fine Art
- * Understanding of MCCLA Mission-
"The Mission Cultural Center for Latino Arts (MCCLA) was established in 1977 by artists and community activists with a shared vision to promote, preserve and develop the Latino cultural arts that reflect the living tradition and experiences of the Chicano, Central and South American, and Caribbean people. MCCLA makes the arts accessible as an essential element to the community's development and well-being."
- * Experience in/willing to learn, Museum Standard, Fine Art Handling methods
- * Experience in/willing to learn, installation, exhibition, and collection work
- * Must be punctual
- * Must also possess good customer service skills
- * Bilingual (Spanish/English) recommended

Duration

3 month internship- for class credit with a specific interest in the arts;

6 month internship- for class credit, but with an intense interest in art history and fine art exhibition; with an application to a higher level of education focused on art history/fine art (i.e. undergraduate, graduate school, etc) and/or future employment within the gallery, non-profit, and/or public program arenas.