

MACLA/Movimiento de Arte y Cultura Latino Americana Curatorial Intern (Temporary / Paid)

Job Description

Mission:

Movimiento de Arte y Cultura Latino Americana/MACLA is an inclusive contemporary arts space grounded in the Chicano/Latino experience that incubates new visual, literary, and performance art in order to engage people in civic dialogue and community transformation. We are a multidisciplinary mid-size arts organization with an annual budget at approximately \$980K.

Description:

Movimiento de Arte y Cultura Latino Americana / MACLA offers interns unique opportunities to develop new skills, refine existing ones, and contribute to the operations and success of a growing, dynamic cultural organization in downtown San Jose, California. MACLA is accepting applications for a Curatorial Internship. The position is approximately 3 months long. Curatorial Intern will report to the Director of Engagement & Dialogue.

Duties and Responsibilities:

- Research upcoming exhibitions and create exhibition deadline calendar
- Create and maintain departmental files
- Assist with de-install/install of exhibitions including loan agreements, communications as required or assigned
- Schedule exhibition tours and record visitor demographics
- Assist with administrative tasks in addition to those within their department as required or assigned
- Attendance at some evening events may be required

Qualifications:

- Currently enrolled undergraduate. Must have completed a least one semester of college by June 2018. Students graduating in May/June 2018 are also eligible
- Demonstrate an ability to conduct in-depth research and administrative tasks
- Have strong verbal and written skills, including social media platforms
- Good-natured, flexible and the ability to work under pressure
- Interested in personal professional development
- Willingness to support MACLA's activities in general
- Strong computer skills required, PC platform; experience with Microsoft 365 and Word Suite
- Valid CA driver's license and access to vehicle
- Ability to lift 25lbs at a minimum

**MACLA/Movimiento de Arte y Cultura Latino Americana
Curatorial Intern (Temporary / Paid)**

Job Description

Stipend / Time Commitment:

- Hourly rate of \$15 per hour x 40 hours x 10 weeks (no benefits)
- Starting June 1, 2018 – August 31, 2018. Final start/stop dates will be determined upon intern selection

How to apply:

Send the following to HR@maclaarte.org with **Curatorial Internship** in the subject line

- Cover letter (specifically state how your aptitudes, experience and skills relate to the position)
- Resume and 3 references

Movimiento de Arte y Cultura Latino Americana is an Affirmative Action, Equal Opportunity Employer. Applicants will be considered regardless of race, creed, religion, age, disability, married status, or status with regards to public assistance. MACLA is committed to building, strengthening, and maintains a diverse workforce and strongly encourages those who self-identify as persons of color, Indigenous persons, disabled and LGBTQIA to apply.