

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

Job Description

Mission:

MACLA/Movimiento de Arte y Cultura Latino Americana 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.

Opportunity:

Are you a Latinx curator in the making? Do you want to support the next generation of Latinx visual artists? Are you interested in learning what it takes to develop an exhibition at MACLA? Do you want to learn more about community engagement? Are you curious about how to develop and implement public programs – and get paid? Build your LinkedIn profile and resume by completing a Visual Arts Curatorial internship at MACLA.

If you answered yes, then this internship is for you!

Description:

MACLA/Movimiento de Arte y Cultura Latino Americana offers an exciting opportunity to develop new skills, learn about curation and contribute to the success of a dynamic cultural organization in downtown San Jose, California. We are willing to structure the internship based upon your school schedule and coordinate with your university so you can receive college credit for the internship. The position is approximately 3 months long with flexible hours.

Duties and Responsibilities:

This is a sample of the range of experience you will gain at MACLA.

- Research potential artists for upcoming exhibitions, create exhibition deadline calendar
- Shadow artist studio visits
- Draft curatorial text
- Learn about exhibition design, de-installation/installation of artwork, including loan agreements, artist communications, etc.
- Create and maintain departmental files
- Schedule exhibition tours and record visitor demographics
- Provide docent tours to the public
- Assist with administrative tasks as needed
- Attendance at evening and weekend events optional

Qualifications:

- Currently enrolled undergraduate student or within a year of graduation. Must have completed a least one year of college by the time of application submission.
- Preferred majors include: Art History, Visual Criticism, Latin American Studies, Chicano/Mexican American Studies, Studio Art.
- Preference given to Bilingual(Spanish/English), bicultural applicants
- Demonstrate an ability to conduct in-depth research and administrative tasks

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- 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
- Computer skills required, PC platform; experience with Microsoft Office365, and Salesforce preferred
- Ability to lift 25lbs at a minimum

Compensation/ Time Commitment:

- Hourly rate of \$15 per hour (no benefits)
- Minimum time commitment of 4 hours/week
- Flexible work schedule during MACLA regular business (9am-5pm, Monday – Friday) along with limited weekend hours available
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How to apply:

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

- In a one-page document answer the following questions:
 1. Tell us why you are interested in serving as a Visual Arts Curatorial Intern at MACLA?
 2. What do you hope to learn?
 3. Identify a contemporary Latinx artist who is currently working in the field, and how do they align with MACLA's mission?
- Resume and 2 professional or educational references

MACLA/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.