



Archivist Internship at Pro Arts

A part-time, unpaid archivist internship is available at Pro Arts to assist with the organization of Pro Arts' 30+ year history as a community arts space.

The schedule is flexible—with a minimum two day per week commitment. Interns will receive detailed knowledge of the gallery's exhibitions and programming history. Will also improve their research skills and receive practical experience within a non-profit contemporary art space.

Background:

Pro Arts is a nonprofit artist-based membership organization serving the Bay Area's diverse cultural communities. The annual exhibition programming consists of East Bay Open Studios, two juried exhibitions (New Visions and Juried Annual), curated exhibitions including the ongoing series PROJECT, and an annual fundraiser. Visit www.proartsgallery.org for more information.

Purpose:

Interns will contribute to the organization of historical and archival documents that detail the legacy of Pro Arts.

Duration of Internship: 3 - 6 months

Responsibilities:

- o Research and organize materials related to Pro Arts exhibition history
- o Assist the Director of Exhibitions & Programming in securing archival documents.
- o Assist with administrative tasks related to the archive.
- o Communication with artists, curators and previously active members of the Pro Arts community.

Requirements:

Interns must:

- o Possess a BA minimally, MA-candidate preferred
- o Have completed course work in art history, contemporary art or related field such as library/organizational sciences.
- o Have an interest in contemporary art and non-profit art spaces
- o Possess strong computer skills, including a familiarity with MS Office Suite
- o Have excellent communication skills
- o Be able to work independently, thoroughly and with attention to detail; and possess a professional demeanor

Applications must be received in hardcopy, delivered either in person or by mail. Applications will not be accepted online.

Application Requirements:

- o Cover letter;
- o Resume, including relevant course work descriptions;
- o Reference contact information (one personal/professional and one academic);

Submit applications labeled "Archive Intern" to: Catherine Lee, Gallery Manager Pro Arts 550 Second Street, Oakland, CA 94607