



Curatorial Internship

A part-time, unpaid Curatorial Internship is available at Pro Arts; schedule is flexible—with a minimum two day commitment. Interns will receive detailed knowledge of the gallery's annual programming and upcoming exhibitions. Will also improve his/her research skills and receive practical experience of organizing exhibitions and programming within a non-profit contemporary art space.

Background: Pro Arts is a non-profit artist based organization that exhibits artists' work and provides a venue for furthering communication in the arts. 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 other collaborations. Visit www.proartsgallery.org for more information.

Purpose: Interns will contribute to exhibition planning and supplement the curatorial work of gallery programming at Pro Arts.

Duration of Internship: TBD

Application Deadline: Ongoing

Responsibilities:

- Assist coordination of exhibitions and programming.
- Research and organize materials related to Pro Arts exhibition and programming history
- Research outstanding issues (e.g., artist estate gifts to the organization)
- Assist with technical aspects of creating an exhibition, including installation and the production of didactic materials, wall labels, etc.
- Assist marketing efforts for exhibitions and programming.
- Gallery reception

Interns must:

- Possess a BA minimally, MA-candidate preferred
- Have completed course work in art history, contemporary art or related field
- Have an interest in contemporary art and non-profit art spaces;
- Possess strong computer skills, MS Office Suite
- Have good communication skills
- Be able to work independently, thoroughly and with attention to detail

Applications must be received in hardcopy, delivered either in person or by mail. A copy of your application can be submitted by email.

Application Requirements:

- Cover letter;
- Resume, including relevant course work descriptions;
- Reference contact information (one personal/professional and one academic);
- One-page, single-sided typed essay that explains your interest in curating exhibitions and programming. Please also include your expectations of this internship.

Please either send or deliver a complete application packet marked "Curatorial Intern" to:

Gallery Manager

Pro Arts

550 Second Street, Oakland, CA 94607 info@proartsgallery.org