



## INTERNSHIP PROGRAM

The Internship Program at the Museum of Contemporary Art Detroit (MOCAD) offers participants "hands on" training in the museum profession and a comprehensive overview of museum operations. Interns also gain insight into the national and international world of contemporary art.

The Museum of Contemporary Art Detroit internship program welcomes students and recent graduates who wish to broaden their education and professional experience by working and learning in a not-for-profit museum. All MOCAD departments offer experiential education in a challenging, hands-on environment in exchange for a substantive contribution from talented and interested individuals.

The Museum presents an ambitious schedule of cutting-edge exhibitions as well as educational and outreach programs, and MOCAD interns have the unique opportunity to participate in the development and expansion of these programs and operations.

There are three application deadlines and selection periods per year. Internships require a minimum commitment of fourteen hours per week for three months, during which time interns may complete a number of exclusive projects as well as daily assignments. Interns also participate in departmental meetings, special events, and various educational programs, as well as attend regular museum programming including artist talks, lectures, etc.

<u>Internship Term</u>	<u>Application Deadline</u>
Winter/Spring Term Jan. 15 - Apr. 30	December 20
Summer Term May 1 - Jul. 31	April 15
Fall Term Sep. 1 - Dec. 30	August 15

### Days and Hours

Interns must be able to work a minimum of two days per week/seven hours per day. The exact schedule will be determined with the department supervisor. Interns must be able to work a full term.

### Eligibility

All interested individuals over the age of 18 are eligible to apply for an internship. Qualifications vary for each intern position and some positions may require college or graduate training and/or professional experience.

In order to increase diversity in professions related to museums and the arts, the Museum of Contemporary Art Detroit seeks diversity in its intern staff and provides equal opportunity to its applicants.

When making your arrangements, please keep in mind that internships are unpaid.

### Application Procedure

Interns must submit an intern application form along with two letters of recommendation from professors and/or previous employers, a resume and a cover letter.

Once your file is complete, please do not call the Intern Coordinator to check on the status of your application. Only those applicants whom the departments are interested in interviewing will be contacted. The Department Supervisor will notify selected interns of acceptance at least two weeks before the start of each cycle.

## **Internships are available in the following Museum departments:**

### **Administration**

Interns gain exposure to the internal functions of the MOCAD through a variety of projects involving Administration, Visitor Services, and Human Resources. Responsibilities include assisting with further developing the volunteer and internship programs, as well as formalizing and documenting administration procedures, policies, operations, etc. Interns also assist in the management of MOCAD's membership program by researching how to convert museum visitors to members and donors, helping maintain the membership database, organizing direct mailings, and contributing ideas for membership drives. Interns may also assist with event planning and special accounting projects. Candidates must be detail oriented and have excellent organizational skills. They should also have basic computer and word processing skills. Knowledge of Excel and FileMaker Pro is helpful.

### **Development**

This internship is for anyone who is interested in learning more about the fundraising process that goes on at a museum. This department researches, solicits and fosters donors, grants and other funding opportunities. Projects include researching new funding sources, preparation and production of media and public relations materials and assisting with grants and solicitations. Potential interns should be well organized, possess good written and oral communication skills and have good analytical skills.

### **Education**

Interns provide organizational and on-site support for several educational programs, which include school programs, family programs, and other activities. Interns perform general departmental duties, such as preparation of program packets, educational materials, research, correspondence, and scheduling. Candidates must have excellent organizational and basic computer skills, and should be comfortable interacting with the public. Candidates should have research experience and have previously worked with children.

### **Graphic Design**

Interns assist staff in developing and producing materials related to MOCAD's graphic needs, including exhibition catalogues, gallery signage, as well as promotional materials for both exhibitions and programs. Candidates should have experience with website development (HTML) as well as in print production, and proficiency with QuarkXpress, Adobe Illustrator, and Adobe Photoshop in a Macintosh environment. Candidates must be currently enrolled in or have graduated from a graphic design program and include samples with their application.

### **Media Relations**

Interns help plan and implement publicity for exhibitions, educational programs, special events, the MOCAD Café and the MOCAD Store. They assist in the maintenance of MOCAD's print archives and press-clipping library, as well as compile summations of exhibition coverage, draft media releases, and field inquiries and visits from the media. Special projects include working at media previews, exhibition openings, and events. Interns may also assist in the production of exhibition materials such as catalogues, gallery guides, invitations, calendars, and advertisements. Specific responsibilities include proofreading, editing, some writing and research. Candidates must have excellent writing, organizational, and computer skills, and must be capable of working independently in a fast-paced, deadline-oriented environment.

### **Museum Store**

The MOCAD Store compliments the Museum's exhibition schedule by providing a stunning assortment of contemporary art related titles and objects for sale. Interns will gain experience in the day-to-day operations of a retail space, and work with the Museum Store Coordinator on budgeting, visual merchandising, marketing, special events and maintaining an online store. Candidates should have experience in retail; merchandise display, or visual arts, plus an interest in shopping.

### **Programming**

This internship is for anyone interested in learning more about the public programs that go on at a museum. The program intern will attend meetings of the program committee and assist with organizing lectures, music performances and film series. Projects will include assisting with set-up, tear down and the planning of programs. Candidates should be well-organized, able to work in a team and have a strong interest in educational programs and special events.

### **Special Events**

Interns gain experience in the planning and production of events including corporate receptions and dinners, not-for-profit fundraisers, weddings, and other private events. Interns work closely with the MOCAD Special Event Director and other MOCAD Staff. Their responsibilities include basic administrative tasks, research, maintenance of client files and databases, and assisting the staff with events. Candidates should be very well organized, out-going and punctual. They should have basic computer skills and research skills, as well as excellent customer service skills.



MUSEUM OF CONTEMPORARY ART DETROIT

4454 Woodward Ave Detroit MI, 48201

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[www.mocadetroit.org](http://www.mocadetroit.org)

## INTERNSHIP APPLICATION FORM

(Please type or print clearly)

Today's date: \_\_\_\_\_

Date available: \_\_\_\_\_

Full name: \_\_\_\_\_

Current address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please indicate by checking here that you are over the age of 18:

Please indicate how you heard about our internship program:

- From a visit to MOCAD       From a friend       MOCAD website
- From your school \_\_\_\_\_       Other \_\_\_\_\_

Please rate only three museum departments, from **1** to **3** (1 being most preferred), in order of your preference:

- \_\_\_ Administration      \_\_\_ Development      \_\_\_ Education      \_\_\_ Graphic Design
- \_\_\_ Media Relations      \_\_\_ Museum Store      \_\_\_ Programming      \_\_\_ Special Events

Please indicate which internship term you are applying for:

- Winter/Spring (Jan. 15 – Apr. 30)       Summer (May 1 – July 31)       Fall (Sept. 1 – Dec. 30)

Please indicate days and times when you are available to intern at MOCAD:

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(Keep in mind that MOCAD's regular hours are 11am – 5pm on Wednesday, Saturday and Sunday, and 11am – 8pm on Thursday and Friday, but we are regularly open late for programs and special events)

Educational history (name of school / location / degree(s) / major(s) / graduation date or expected date):

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Please explain any relevant employment history (Do you have any previous volunteer or museum experience?):

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Please describe any previous experience and activities including courses, language skills, special training, computer skills or other talents relevant to your interest in an internship at MOCAD:

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Please tell us why you are interested in becoming an intern at MOCAD (Describe any specific areas of interest):

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How many times have you visited MOCAD?  Never  1-5  5-10  10+

Additional comments:

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**Academic Credit**

Students interested in earning academic credit for a MOCAD internship should understand that they are responsible for making the necessary arrangements with their academic or department advisor.

Feel free to e-mail any questions to: [lrossi@mocadetroit.org](mailto:lrossi@mocadetroit.org)

**Museum of Contemporary Art Detroit Intern Agreement**

I understand that as a MOCAD intern, I will not be entitled to monetary compensation for the work that I perform or be entitled to worker's compensation in the event of personal injury.

Signature \_\_\_\_\_

MOCAD reserves the right to periodically evaluate and terminate intern services should my responsibilities not be fulfilled to satisfaction.

Please send your application and any other additional relevant materials to:

Lauren Rossi Harroun, Volunteer + Intern Coordinator

Museum of Contemporary Art Detroit

4454 Woodward Avenue

Detroit, MI 48201

[lrossi@mocadetroit.org](mailto:lrossi@mocadetroit.org)