



Museum of Contemporary Art Detroit  
Position Description  
Exhibitions Intern

**About MOCAD:**

The Museum of Contemporary Art Detroit (MOCAD) is where adventurous minds encounter the best in contemporary visual, literary, music, and performing arts. A responsive center for diverse audiences, MOCAD presents art that contextualizes, interprets, educates and expands culture, pushing us to the edges of contemporary experience. The museum presents an ambitious schedule of cutting-edge exhibitions, and educational and outreach programs.

**Classification:**

Part Time, Volunteer

**Supervisor:**

Exhibitions Manager, Zeb Smith

**Position Summary + Responsibilities:**

The following position description identifies the core activities of the position. Position responsibilities may vary from time to time.

During the internship, the exhibitions intern will work with MOCAD exhibition and curatorial staff to realize upcoming projects within the main museum space. They will assist in aspects of the planning, preparation and production of museum exhibitions by assisting with research, registrarial projects, and construction/demolition and installation of artwork in all media. Experience with construction, art handling, spatial planning, A/V and electronic equipment is a plus. Internship hours vary and demand larger time commitments during installations.

**Professional Knowledge + Career Readiness Skills Gained in this Intern Position:**

- Opportunities for networking within the Detroit arts community
- Exposure to the working of a contemporary art museum.
- Knowledge of exhibition planning and design.

**Responsibilities:**

- Research related to upcoming exhibitions including artworks and artists.
- Assisting with installation of exhibitions.
- Helping track and organize materials related to upcoming exhibitions

**Qualifications:**

- Intern applicants must be a current student in museum studies, art, arts administration or education, or a related field.



- Some administrative experience and familiarity with Google Drive, Excel and Spreadsheet Programs
- Self motivated and general interest in arts and programming.

The Museum of Contemporary Art Detroit provides equal opportunity to all of its applicants.

If you are interested in applying for this position, please submit an internship application, cover letter (see the internship application for specific instructions), and a current resume as PDF by email to [volunteer@mocadetroit.org](mailto:volunteer@mocadetroit.org).

Academic Year Session – 9 months, August-May

Application Window: June 15- July 15  
Application Deadline: July 15  
Start date: August 15

Summer Session – 3 months, June-August

Application Window: April 15-May 15  
Application Deadline: May 15  
Internship Term: June 1 through August 30