



Museum of Contemporary Art Detroit
Position Description
Special Events + Facility Rentals 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:

Special Events + Facility Rental Coordinator

Position Summary + Responsibilities:

The following position description identifies the core activities of the position. Position responsibilities may vary from event to event. During the internship, the intern will work with the Special Events + Facility Rental Coordinator to support MOCAD's earned income and fundraising goals and larger Programming events.

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

- Project planning, management, and execution.
- Interdepartmental teamwork including communication and coordination.
- Networking with museum professionals for future careers in the arts.
- Improved client service skills.
- Tracking and data reference for improvement of sales and systems.

This internship **will** require working some evenings and weekends for events.

Responsibilities:

- Work with Special Events Coordinator to plan, manage, and execute events.
- Administrative tasks to assist Special Events Coordinator with filing and processing departmental paperwork, some communication with vendors and clients, track and record expenses,, and data entry.
- Research cost comparisons, vendors, marketing, and other event related needs.
- Miscellaneous tasks including but not limited to picking up orders, shopping for supplies, delivering paperwork, etc. to fulfill the needs of MOCAD events of all kinds.



Qualifications:

- Intern applicants must be a current student or recent graduate in museum studies, art, arts administration or education, business, or a related field.
- Candidates should be well organized, professional, and punctual.
- Interns should be able to work professionally with all staff, clients, and vendors.
- Basic computer and word processing skills. Knowledge of Microsoft Office and Google Apps a plus.

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.

Academic Year Session – 9 months, August-May

Summer Session – 3 months, June-August

Application Window: June 15- July 15

Application Deadline: July 15

Start date: August 15

Application Window: April 15-May 15

Application Deadline: May 15

Internship Term: June 1 through August 30