



Museum of Contemporary Art Detroit  
Position Description  
Teen Council + Youth Programs 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:

Youth Program Producer

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 Teen Council + Youth Programs intern will work with the Youth Program Producer to support MOCAD's Teen Council and youth groups. Applicants will participate in presenting educational materials, touring local institutions and galleries, and other learning opportunities for teenagers.

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

- Valuable leadership, teamwork, and educational experiences.
- Work closely and network for future careers with professionals in the arts.
- See first-hand, and be part of, the behind-the-scenes operations of a museum.
- Understand the particular perspectives, needs and interests of youth.

This internship will most likely require working on two Saturdays during the day and one Friday evening per month.

Responsibilities:

- Administrative tasks (e.g. assist Youth Program Producer with filing and processing departmental paperwork, communication with professionals and participants involved in the Youth Program activities, maintain records of activities and expenses, and social media tasks).
- Research (supplies providers, venues, professionals).
- Running errands (picking up orders, shopping for supplies, delivering paperwork)
- Working with Teen Council members to plan their events.



Qualifications:

- Intern applicants must be a current student in museum studies, art, arts administration or education, or a related field.
- Candidates should be very well organized, professional, punctual.
- Interns should be able to work professionally with teens in an educational/mentorship capacity.
- Basic computer and word processing skills. Knowledge of Microsoft Office and Google Apps a plus.
- Knowledge of a foreign language is encouraged but not required.

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