

Curatorial Internship

- **Reports to:** Curator
- **Dates:** One Semester, Dates TBD
- **Compensation:** Non-paid / College credit
- **Classification:** Part Time

Houston Center for Contemporary Craft (HCCC) is looking for an intern to assist the curatorial staff with the day-to-day activities of arts administration associated with running an exhibition space. Preference is given to individuals currently enrolled in a studio art or art history degree program, or to a recent graduate from one of the aforementioned degree programs.

Requirements and Duties

- Positive and optimistic attitude
- Reliable personal transportation
- Ability to dedicate 10 to 15 hours per week and to commit to a set schedule. This includes the ability to work a flexible schedule, as well as attending HCCC functions such as evening exhibition openings.
- Ability to have an open conversation with visitors about the exhibitions
- Ability to work with artists, residence artists, and other staff members
- Keep a record of visitor information in an organized fashion according to HCCC protocol
- Work alongside the curatorial staff during installation and de-installation periods
- Help with hands-on projects around the building to help the facility be as presentable as possible
- Possess a working knowledge of Microsoft Office programs such as Excel and Word

Physical Requirements

Maintaining and running an exhibitions space requires a variety of physical activities. It is highly desirable for applicants to be able to lift and carry 50 pounds or more.

How to Apply: Go to http://crafthouston.formstack.com/forms/internship_curatorial-v3. Please complete the form and upload a cover letter, including current resume and references. HCCC is looking to fill this position as soon as possible.