

**CURATORIAL INTERN**

**The Position**

MCA Denver’s Curatorial Internship is for creative, hardworking, and reliable undergraduate students interested in a museum career. This internship seeks to engage students from cultural backgrounds traditionally underrepresented in the arts. The intention is to introduce curious and capable students to the curatorial field, charge them with specific projects related to the museum’s programmatic vision, and provide mentorship from senior museum staff. This is a 10-week long, paid internship, working approximately 24 hours per week. This opportunity requires working onsite at MCA at least two full weekdays per week. The remainder of the workweek may be spent working remotely. There is the option of working more days a week onsite if desired by the candidate, pending city and state COVID guidelines.

**About You**

* You culturally identify with a group traditionally underrepresented in museums and visual arts organization leadership positions including, but not limited to, individuals who identify as BIPOC (Black, Indigenous, People of Color), Latinx, and Asian-American.
* You are pursuing or already have earned a degree in art history or museum studies, or be able to demonstrate a strong interest and knowledge of art history, contemporary art, and museum work.
* Have an interest in a career as a curator, critic, or scholar.
* You are based in Colorado and can commute to MCA Denver at least two weekdays per week.
* You are experienced in utilizing art historical research tools, have an acute attention to detail and can manage multiple projects at once.
* You are able to commit to 24 hours per week (4 working days per week) during the 10-week duration of the internship, mostly during weekdays but also some nights and weekends to attend all exhibition-related programs during the course of the internship.

**A Day in the Life**

**Exhibitions**

* Developing a special project at the museum to be realized during the internship.
* Researching artists and exhibition-related topics.
* Assisting with exhibition catalogue production.
* Visiting with and making connections to other museum professionals from Denver-based arts organizations.
* General department administration, including filing and managing correspondence.

**Collaboration**

* Collaborate with the Exhibitions Manager and Exhibitions Coordinator on generating research relevant to the production and planning of exhibitions.
* Collaborate with the Associate Curator on preparing materials for artists in advance of their site visits and (pending scheduling) providing assistance during site visits.
* Attend interdepartmental meetings as needed.

**What You Bring to Us**

1. Candidates must be pursuing or already have earned a degree in art history or museum studies, or be able to demonstrate a strong interest and knowledge of art history, contemporary art, and museum work.
2. Candidates must also have a strong background in research.

**Physical Requirements**

* The physical demands and work environment characteristics described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* Ability to speak, understand, and communicate in English effectively, in person and in writing. Ability to hear adequately in person and by phone, in personal and group settings.
* You need to be able to sit or stand for up to 6 hours per day. Ability to reach for, move and/or lift up to 25 pounds and use your hands to finger, handle, or feel objects, tools, or controls, mobility to access a wide variety of meeting and museum settings, and to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending, and twisting, climbing stairs or using an elevator, possibly reaching chest high and overhead for materials, with reasonable accommodation.

**About Us**

The Museum of Contemporary Art (MCA Denver) is a nonprofit organization providing an innovative forum for contemporary art that inspires and challenges, creating understanding and dialog about the art of our time. MCA Denver is paving a new path for a 21st century museum that is Both/And: We are both advancing the field of contemporary art and providing a platform for creative expression, in the broadest sense of the term. We present both world-class exhibitions and quirky events, serious lectures and epic parties. We are both sophisticated and unpretentious. We welcome all audiences, celebrate all voices, and share all stories to provide one-of-a-kind experiences for our community.

**Our Core Values**

We are:

*Adventurous* – We are risk-takers. We are creative, open, curious, and sometimes weird.

*Excellent* – We strive to be the best in our field, we have high expectations, we believe in being resilient, creative problem-solvers, and professionals.

*Human Centric* – We are collaborative. We strive for emotional intelligence, and we value relationships.

*Inclusive* – We are welcoming to all audiences, voices, and stories. We believe in being authentic and inclusive. We actively seek and engage with diverse perspectives.

MCA Denver is committed in policy, principle, and practice to maintaining an environment that prohibits discriminatory behavior and provides equal opportunity for all persons. MCA Denver affirms its commitment to provide a welcoming and respectful work and educational environment, in which all individuals within the museum community may benefit from each other’s experiences and foster mutual respect and appreciation of divergent views. All employment decisions at MCA Denver are based on business needs, job requirements and individual applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other status protected by law. MCA Denver will not tolerate discrimination or harassment based on any of these characteristics.

**Our History**

MCA Denver was founded in 1996 by philanthropist Sue Cannon and a group of committed volunteers and artists who responded to the community’s need for a contemporary art museum in Denver. In 2007, we opened our new, 27,000-square foot, environmentally sustainable facility in the Riverfront neighborhood of Lodo Denver. Our building has five galleries on two floors as well as dedicated education spaces, a gift shop, an innovative art lending library, and a rooftop bar and café. In 2021, MCA Denver will be opening a satellite location at the Holiday Theater in Denver’s Northside. This 380-seat auditorium will be the site of some of the museum’s programming and events beginning the Spring of 2022.

Visit us at <https://mcadenver.org> to learn more.

**Application Process**

* This is a non-exempt, hourly, temporary position. The internship is paid at the hourly rate of $17.29
* Please submit your interest via our applicant portal by 11:59PM on 3/17/23 <https://mcadenver.org/curatorial-intern>
* Applications must include resume, cover letter, official transcript, writing sample with bibliography that showcases research skills, one letter of recommendation, two additional references.