

Teen Forum – Part time Internship

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a part-time, non-exempt Teen Forum Intern. Reporting to the Director of Education and Programs, the Teen Forum Intern will be responsible for assisting with our Teen Forum; a program for arts-oriented teens to get involved with all aspects of museum work. This position will work closely with the Education Department and Curatorial staff to realize and help support implementation of the 2021-22 Teen Forum program and its accompanying exhibition. This position will provide the individual with the opportunity to gain hands-on experience with museum work, exposure to professionals in the industry, as well as an opportunity to lead a program with guidance from museum directors.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

Essential Duties and Responsibilities

- Conduct daily operations for this program in consultation with MMoCA staff, including attending program meetings
- Review candidates' applications and materials for the forum and accompanying exhibition
- Coordinate job offers to chosen participants in the program
- Be the primary contact for communications to all participants in the program, under supervision from MMoCA staff
- Assist Accountant with obtaining all required new hire paperwork
- Schedule and create agendas for bimonthly meetings for the forum
- Work closely with Education and Curatorial staff on implementing the Teen Forum Exhibit
- Provide administrative support to the program as needed
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion

Qualifications (Education, Experience, Certifications, Licenses)

- High School Diploma or equivalent
- Experience working with adolescents in a group setting preferred
- Experience with, or interest in, Contemporary Art
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion

Work Environment And Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Complete a background check
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.



Hourly wage is \$9.50 per hour with work done both on and off-site, average of 6-8 hours per week during the 2021-22 academic year.

How to Apply

Submit resume and cover letter to interns@mmoca.org.

Application deadline is October 15, 2021.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.