



Job Description

POSITION TITLE:	Curatorial Intern—Triennial
REPORTING TO:	Gabriele Haberland Director
FLSA CLASSIFICATION:	Non-exempt
STARTING HOURLY RATE:	\$9.50/hour
HOURS PER WEEK:	8 hours per week, both onsite and remote
LAST UPDATED:	September 2021

POSITION SUMMARY

MMoCA is looking for an intern to assist with the planning, organization, and implementation of our upcoming exhibition, the Wisconsin Triennial. This intern will work closely with MMoCA staff to support all aspects of the 2022 Wisconsin Triennial. The theme of this exhibition (curated by someone outside the institution for the first time in the Triennial's 43-year history) is influenced by abolitionist and women's rights advocate Sojourner Truth's quote and author bell hooks' book on Black feminism, entitled *Ain't I a Woman?* The Triennial exhibition "*Ain't I a Woman?*" will address the intersection of race and gender and the under-representation and contributions of Black women in art.

This internship is expected to run through May 2022.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundamental Responsibilities

- Conduct daily administrative operations for this exhibition
- Work with the MMoCA Guest Curator, Gabriele Haberland Director, and Curatorial department staff on all aspects of implementing the 2022 Wisconsin Triennial
- In consultation with MMoCA staff, share responsibility for creating timelines and making sure all tasks for implementation of exhibition get completed in a timely manner
- Organize materials and information for this exhibition, including artist/artwork details, exhibition texts and didactics, and communication
- Perform research as directed by the MMoCA Guest Curator and Gabriele Haberland Director
- Attend regular status meetings with MMoCA staff to monitor the progression of the exhibition
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion

QUALIFICATIONS (EDUCATION, EXPERIENCE, CERTIFICATIONS, LICENSES)

- High School Diploma or equivalent; must be aged 18 or older.
- Experience with, or interest in art, contemporary art, art history, museum studies, or non-profit work is preferred
- Proficiency with computer programs such as Microsoft Word, Microsoft Excel required
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion

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.



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.

- Perform work in a mixture of office and remote environments
- 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
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

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