Internship Opportunity

Job Title: Education Internship

Internship or Job: Internships

Full or Part-time: Part-time

About Hudson Valley MOCA:

Hudson Valley MOCA is a 501(c)(3) non-profit arts and education organization that presents challenging exhibitions and programs that spark dialogue, enrich lives, and deepen our understanding of contemporary art, its contexts, and its relationship to social issues. Founded by Marc and Livia Straus in 2004, Hudson Valley MOCA is committed to serving the multicultural community of Peekskill, NY, a diverse, post-industrial river town that is a vibrant arts destination.

Our 12,000 square foot exhibition space - including a video screening room and a contemporary art reference library – features a variety of exhibitions, artist residencies, and public programming throughout the year aimed at bringing people and ideas together through art and the creative process. HVMOCA is also the primary sponsor of the Peekskill Project, an annual, city-wide exhibition of site-specific artwork.

Job Description:

Hudson Valley MOCA is seeking highly organized and motivated part-time interns to support the Education department during the summer season of 2019. Interns will assist with the educational outreach and programs at Hudson Valley MOCA (including teaching artists-in-residence, in-house educational programs, tours, creative workshops and more), day to day operations, and general administrative duties related to education. Education interns can expect a wide variety of responsibilities on a day to day basis, with the opportunity to gain experience in a museum environment by observing and assisting staff while obtaining insight into the administrative and curatorial side of a non-profit contemporary art institution. Interns will have the opportunity to work closely with staff including the Executive Director and Executive Administrator, as well as local, regional, and international artists.

Training will be provided on site by Hudson Valley MOCA's small and supportive staff that will help guide the interns towards achieving marketable skills and experience in arts administration as well as working with artists, installation, graphic design needs, social media, and more.

HUDSON VALLEY MOCA

Job Location: Hudson Valley MOCA, 1701 Main Street, Peekskill, NY 10566;

Work Hours: Two shifts per week, about 7 - 14 hours each, one weekend day required;

Office hours are:

9 am – 5pm, Tues – Fri
10:30 am – 6 pm, Sat – Sun

Start Date: On or before June 1, 2019

End Date: September 2019

Compensation details/other benefits:

•College credit and community service hours are available to qualified applicants;
•Interns will learn about contemporary art, artists, project management, marketing, publicity, event planning, and much more.

Job Requirements:

•A strong command of reading and writing in English (bi-lingual/fluency in Spanish a plus)
•Fluency with Microsoft Office programs on both PC and Mac platforms
•Ability to multitask and balance short and long-term projects
•A helpful and flexible attitude
•An appreciation for art, and an interest in contemporary art a plus
•Candidates must be highly adaptable, as assignments and tasks vary
•Candidate should feel comfortable interacting with the public about current exhibitions

Responsibilities:

•Daily assistance on Saturdays and/or Sundays with the in-house creative and educational workshop, interacting with the public and assisting coordinating and implementing the art and educational activities
•Assistance as needed on weekdays with either in-house or in-school educational programs, workshops and tours;
•Administrative assistance for education program coordinator on various projects (including anything from data entry to working hands-on with artists and educators);
•Provide assistance at special events, including public programs, receptions and workshops;
•Assist staff with general institutional visibility and community outreach.

How to Apply:
To apply, please send a cover letter, resume, and two references to Adrienne D'Elia via mail or email.

Employer Name:	Hudson Valley MOCA		
Contact Name:	Adrienne D'Elia, Executive Administrator		
Address:	1701 Main Street, Peekskill, NY 10566		
Phone:	(914) 788 - 0100	Fax:	(914) 930 - 2623
Email:	adrienne.delia@hudsonvalleymoca.org		
Website:	www.hudsonvalleymoca.org		

Equal Opportunity and Affirmative Action Statement:
We are an equal opportunity/ affirmative action employer. It is our policy not to discriminate against qualified applicants and employees on the basis of race, creed, color, sex, gender, age, national origin, religion, disability, veteran status, marital status, or sexual orientation.