



Job Description: Curatorial/Events Internship

Center for the Arts Evergreen is looking for a part-time Curatorial/Events Intern. Founded in 1974, Center for the Arts Evergreen (CAE) has been a leader in advocacy and support for visual and performing arts in its surrounding mountain communities by providing programming, exhibitions, classes, festivals, concerts, and special events to the community. CAE also provides grants to local art teachers, hosts biweekly happy hour lectures and presentations, and special programming for adults with memory loss. [Learn more at evergreenarts.org](http://evergreenarts.org)

The goal of Center for the Arts Evergreen internship program is to provide practical experience as well as a general understanding of the role of an individual within the Center for the Arts Evergreen.

Exhibitions – In consultation with the Senior Director of Exhibitions and Education the intern will help organize and install exhibitions and events to coincide with the exhibitions when appropriate, making the gallery a teaching and learning venue for the community.

- Assist with art handling/installation; maintaining timelines; assisting with exhibition documentation.
- Conduct exhibition related research and compile relevant information for exhibition educational and marketing materials as well as extended labels
- Coordinate intake and outtake of artwork (condition reports, artist check-in, waiver and artwork information collection, packing and shipping, etc.)
- Assist with design and hanging of exhibitions and create labels and signage
- Maintain artist and artwork info database
- Help keep exhibit supplies and tools stocked
- Help keep gallery storage area clean and organized
- Patch and paint walls as needed
- Assist with exhibition and event content updates content on the website
- Upload exhibition photos, event listings, artist opportunities, etc. on Facebook

Education & Festival/Events - In consultation with the Senior Director of Exhibitions and Education and Events Manager, the intern will help coordinate tasks related to CAE's festival, Summerfest (July 23).

- Assist with compiling artist and sponsor application
- Assist with selection of artists for festival
- Assist with event planning: map design, permitting, logistics
- Help with poster, postcard, and signage distribution
- Help set up and break down the classroom for upcoming events, workshops, and classes

- Other Administrative Duties
- Help with other tasks in the Art Center as needed, at the Direction of the staff

REQUIREMENTS/QUALIFICATIONS

- Must have good customer service skills and professional demeanor
- Excellent organizational skills and attention to detail
- Successful working both independently and collaboratively
- Ability to use basic tools (hammer, drill, etc.), and paint & patch walls
- Ability to lift up to 40 lbs.

ADDITIONAL DETAILS

- This is a part-time position and may include some weekend and/or evening hours.
CAE is an easy commute (30 min) from downtown Denver, just off of I-70.