



di Rosa

di Rosa Center for Contemporary Art

POSITION TITLE: Education and Civic Engagement Intern
REPORTS TO: Education and Civic Engagement Coordinator
DURATION: 8 weeks (dates negotiable), Spring 2019
STIPEND: \$1500

Summary: The Education and Civic Engagement Intern provides direct support to the Education and Civic Engagement Coordinator. Over the course of eight weeks the Intern will learn the ins and outs essential to organized art museum program coordination and implementation for three essential components to the Department: special exhibition programs, docent training, and social media, by providing direct support and assistance. In addition, the Intern will have multiple opportunities to work alongside Education and Civic Engagement and Visitor Services staff to attain core knowledge about art museum education and administration. Interested candidates may also work interdepartmentally on essential projects with di Rosa's marketing and curatorial teams. This temporary position provides a unique opportunity for a motivated candidate to gain behind the scenes knowledge about the inner workings of a small contemporary art museum, while building a variety of important professional skills.

Responsibilities, under the supervision of the Education and Civic Engagement Coordinator:

- Assist with coordinating materials, work orders, and communications for programs related to special exhibitions *Building a Different Model: Selections from the di Rosa Center for Contemporary Art Collection* and *Viola Frey: Center Stage*
- Docent training: create materials for docent training and online portal, participate in training as needed
- Social Media: create and manage social media posts for the department
- Refresh and maintain exhibition information areas
- Provide administrative support as requested
- Organize and maintain art supply storage area
- Other duties may be assigned

Requirements:

- Available 14 hours per week, including some weekends for eight weeks Spring 2019
- Current undergraduate student
- Coursework in art history, fine art, education, or related area of study
- Detail-oriented and organized with strong verbal and written communication skills
- Good problem solver with ability to make quick and sound decisions
- Ability to simultaneously work independently and meet deadlines; excellent time management skills

Working Conditions: Applicants must be comfortable with and enjoy nature, including native waterfowl. Must possess a car and valid driver's license and be willing to work occasional nights and weekends.

Time Commitment: 14 hours per week.

Physical Demands: This position will include a large amount of moving between buildings and on event sites. It requires an ability to stand, walk, move and remain active consistently and for lengthy periods. Ability to lift 50 pounds. Ability to perform routine bending, stooping, twisting, and reaching. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

To apply, please provide the following:

- Resume with education, employment history, and contact information
- 1 letter of recommendation or 3 references
- Cover letter addressing your interest in the position

Application materials should be emailed in PDF format with "Education and Civic Engagement Intern" in subject line to education@dirosaart.org.

Application deadline: February 8

No phone calls please.

Please note: di Rosa is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, gender or gender identity, national origin, disability, age, citizenship status, marital status, Vietnam era or special disabled veteran's status, sexual orientation or other basis protected by law. di Rosa makes reasonable accommodations for qualified applicants and employees with disabilities as defined by and in compliance with California law.

About di Rosa: di Rosa Center for Contemporary Art is a catalyst for transformative experiences with contemporary art of Northern California. The nonprofit art center presents dynamic exhibitions and educational programs for all ages and houses the foremost collection of contemporary Bay Area art in the world. A wide range of styles, media, and subject matter provide an overview of the creative energy and freedom to experiment that characterize this region of California. di Rosa features three galleries, a sculpture park, a 35-acre lake, and a wildlife preserve, all located on 217 scenic acres in Napa Valley's famed Carneros region. For more information, visit dirosaart.org.