



Center for
Contemporary
Art

di Rosa Center for Contemporary Art

POSITION TITLE: Education & Civic Engagement Intern
REPORTS TO: Manager of Education & Civic Engagement
DURATION: 8 weeks (dates negotiable, start in late-February preferred), Spring 2022
COMPENSATION: \$15 per hour

Summary: The Education & Civic Engagement Intern provides direct support to the Education & Civic Engagement department and the Manager of Education & Civic Engagement. Over the course of eight weeks, the Intern will learn the ins and outs essential to organized art museum program coordination and implementation for several essential components to the Education & Civic Engagement Department: virtual engagement, volunteer training, and providing support and assistance with di Rosa's public operations and in-person programs. In addition, the Intern will have multiple opportunities to work alongside the Education & Civic Engagement 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 & Communications 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 center, while building a variety of important professional skills.

Responsibilities, under the supervision of the Manager of Education & Civic Engagement:

- Digital engagement: Assist with coordination and planning of online programming including "at home" activities.
- Research and create materials for volunteer training, coordinate and participate in training as needed.
- Public Operations: Provide support to staff and volunteers with front desk admissions, and offer guidance and information to guests who are exploring di Rosa's grounds and galleries.
- Ceramics workshops with Kala Stein: Assist di Rosa Education & Civic Engagement staff and artist Kala Stein with this monthly, hands-on art making program.
- Other duties may be assigned.

Requirements:

- Available 12 hours per week, including some weekends, for eight weeks in Spring 2022
- 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.

Preferred:

- Familiarity with digital content creation software, such as Adobe Photoshop and Premiere Pro.
- Familiarity with photography and videography.
- Comfortable with social media platforms, including Facebook, Instagram and Tik Tok.
- Experience creating and leading art projects for all ages.

Working Conditions: Applicants must be comfortable and able to work both remotely and in-person. di Rosa opens its galleries and outdoor grounds to the public on Fridays, Saturdays, and Sundays. Interns are expected to provide support with public programs and operations, as well as work on research and digital content.

Time Commitment: 12 hours per week.

Physical Demands: This position will include time at a computer workstation. This person should be able 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 & Civic Engagement Intern" in subject line to: hugo.corro@dirosaart.org

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 two 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.