



Job Description: Unpaid Internship - Curatorial
Muckenthaler Cultural Center

WORK SCHEDULE- 10-20 Hours/Week

Flexible Schedule within these hours: Tuesday to Friday, 10am to 6pm with some evenings (Thursday Nights) required in addition to regular daytime work. Additional evening hours during art installation periods possible.

JOB SUMMARY

Are you thinking of a career in curating art exhibitions or working in an art museum? This is an opening for a driven individual who wishes to make a difference in North Orange County arts and culture. Candidate's primary responsibility would be in assisting our Chief Curator in the beautiful working environment of the Muckenthaler Cultural Center. The Muckenthaler is located on 8.5 acres of perfectly landscaped parklands on a hill overlooking Fullerton.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Art exhibition related research.
- Day-to-day planning of exhibits for the galleries
- Possible grant writing and/or research
- Organization of office operations and procedures
- Sharing of clerical and secretarial functions with other office staff efficiently
- Assisting with organization of exhibits, including contacting artists and/or galleries
- Exhibit materials preparation (labels, didactic panels)
- Other related duties as required

QUALIFICATIONS

- Background in some aspect of art history studies preferred
- Familiarity with art galleries in general; art handling experience a plus
- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities is important.
- Have strong verbal and written communication skills in English.
- Familiarity with Word, Excel, and Outlook Programs, Google Docs
- Positive attitude, flexibility and problem solving mentality.
- Bilingual Korean, Japanese or Spanish a plus

STIPEND

Unpaid Academic Internship

APPLICATION PROCEDURES

Please email your resume and cover letter and direct all questions to:

Janette Pyun, Chief Operations Officer

janette@themuck.org

Muckenthaler Cultural Center

1201 W. Malvern Ave.

Fullerton, CA 92833

DISCLAIMER This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).