



Spring 2018 Internship Opportunity Curatorial Department

Public Art Fund, New York's leading presenter of contemporary art projects in public spaces, seeks a senior undergraduate or graduate student to serve as a **Curatorial Intern** for spring 2018.

The Curatorial Intern will assist with curatorial research and the planning and development of current and upcoming exhibition programs. For the internship period, the intern will have the opportunity to focus on assisting with numerous projects at various stages of development.

The right match for this internship will be a highly motivated individual with strong written and oral communication skills, a rigorous approach to research, and proven knowledge of contemporary art. The ability to manage time efficiently, handle several projects simultaneously, and a sense of humor are also important.

This internship offers a small daily stipend and/or school credit, when appropriate.

Intern responsibilities will include, but are not limited to:

- Assisting with the development of upcoming programs and exhibitions
- Developing bibliographies, image files, and general research on artists
- Writing, editing, and proofing short texts and presentations
- Liaising with artists and institutions
- Attending events, including talks and openings, and assisting as needed
- Assisting with administrative tasks including budgeting, scheduling, internal meetings, filing, etc.

Requirements:

- Must be a current student (or have graduated no more than six months prior)
- Ability to commit to a minimum of two (2) full days per week (Tuesdays, Wednesdays, or Thursdays) from mid-January through mid- to late May 2018
- Knowledge of contemporary art and its concepts
- Skilled in compiling research, creating bibliographies, and drafting short texts
- Strong oral, written, organizational, and inter-personal communications skills
- Ability to manage time efficiently
- Professional working manner
- Ability to work independently on multiple projects in a shared office context
- Computer proficiency is a must, particularly experience with Microsoft PowerPoint, Word, Excel, Adobe Photoshop, Google SketchUp
- Some museum or gallery experience a plus
- Candidates from art history, curatorial studies, urban planning, studio arts, and architecture are encouraged to apply

Application deadline: November 30, 2017

To apply, please email your cover letter, resume, and short writing sample (no more than 1,000 words) as attachments to hr@publicartfund.org. Please include **Curatorial Intern - Spring 2018** in the subject line. No telephone calls please.