



# MINNESOTA CENTER FOR BOOK ARTS

## Internship Opening: Events and Exhibitions Intern (In Person) Minnesota Center for Book Arts

### Position Description

Join our collaborative book arts team and play an important role in shaping our summer 2023 exhibition and event programming!

### About the Internship

The MCBA Event and Exhibition Intern will learn about and gain experience in planning and support of events and exhibitions. Primary areas of learning include (but are not limited to):

- Learn about MCBA's exhibition cycle, from our promotion process to gallery installation
- Gain experience in project and event management by corresponding with artists and working through multi-faceted schedules
- Gain hands-on experience in virtual and in-person event planning and facilitation

### Helpful Experience/Skills

- Interest in arts administration and event planning
- Gallery installation and artwork shipping
- Artwork and event documentation
- Familiarity with visual arts and artists
- Ability to lift artwork and move exhibition display items
- Strong written and verbal communication skills

### Internship Dates and Schedule

This is an in-person, on-site position. The internship will run from June–September 2023 for approximately 8–10 hours weekly, with initial onboarding and training to take place the week of May 15. A start date during the week of June 5 will be determined at the onboarding. We will work with individual candidates on scheduling needs, which are partially dependent on MCBA's weekly programming requirements. We prefer that candidates work during the week (M–F between 9am and 5pm), with occasional evening event support required.

### Benefits

A \$500 stipend will be provided upon completion of the internship. In addition to on-the-job educational experience, interns receive a free one-year membership to MCBA, which includes a 10% discount on workshops and retail purchases in our Shop. After completion of 100 hours, interns may register for one free MCBA workshop of up to 12 hours.

### To Apply

Please email a 1-pg cover letter and a résumé to [internships@mnbookarts.org](mailto:internships@mnbookarts.org). Please enter the title of the internship (Event and Exhibition Intern) in the subject line of the email. **Applications are due on Friday, April 7 at 11:59 pm CT.**

*We prioritize a culture of equity, inclusion, and care for self and community. We encourage participants with diverse cultural backgrounds and lived experiences to apply.*



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## **About Minnesota Center for Book Arts**

Founded in 1983, Minnesota Center for Book Arts (MCBA) is a nonprofit visual arts center that offers educational and artistic programming in the book arts, which encompass papermaking, bookbinding, letterpress printing, and related arts. With over 12,000 square feet of artist studios, classrooms, library, and gallery space, MCBA is one of the largest and most comprehensive book arts centers in the world. Visit [www.mnbookarts.org](http://www.mnbookarts.org) to learn more.