Internship Opening: Gallery and Marketing Intern (remote)  
Minnesota Center for Book Arts

Position Description

Join our collaborative book arts team and play an important role in shaping our biennial MCBA Prize (mcbaprize.org)! This international award honors excellence and diversity in approaches to book art and features both virtual and in person programming, including a virtual celebration and winner reveal and an in-person exhibition and reception in the MCBA Main Gallery.

About the Internship

The MCBA Prize Intern will learn about and gain experience in marketing and virtual events while supporting our biannual award. Primary areas of learning include (but are not limited to):

- Learn about MCBA’s marketing cycle, from our exhibition promotion process
- Gain experience in project and event management by aiding coordination and working through multi-faceted schedules to support the virtual prize reveal
- Learn about MCBA’s customer management software and support staff in updating and organizing data
- Help build a virtual exhibition, using WordPress and Submittable to update the Prize website with all applications
- Gain hands on experience in virtual event planning and facilitation

Helpful Prior Experience

- Interest in arts administration and event planning
- Wordpress and website management
- Managing timelines
- Familiarity with visual arts and artists
- Communications

This is a fully remote position with some in person opportunities if the selected candidate is local to the Twin Cities. To work remotely, the intern must be able to provide their own computer or laptop and have reliable access to the internet.

Internship Dates and Schedule

This internship will run from early July– through September 2024 for approximately 10 hours weekly with initial onboarding and training to take place the week of July 1st, 2024. We will work with individual candidates on scheduling needs. We prefer that candidates work during the week (M–F between 9am and 5pm), but within that window, hours are flexible.
Benefits

A $1000 stipend will be provided in two payments, $500 midway through the internship and $500 upon completion. The intern will also receive a $1000 educational stipend to be used on MCBA workshop (virtual or in person) or MCBA studio access. 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.

To Apply

Please email a 1-pg cover letter and a résumé to internships@mnbookarts.org. Please enter the title of the internship (Gallery and Marketing Intern) in the subject line of the email. Applications are due on June 23rd 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.

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 to learn more.