



Archivist Internship at Pro Arts

A part-time, unpaid archivist internship is available at Pro Arts to assist with the organization of Pro Arts' 30+ year history as a community arts space.

The schedule is flexible—with a minimum of 10-hours per week commitment. Interns will receive detailed knowledge of the gallery's exhibitions and programming history. The intern will also improve their research skills and receive practical experience within a non-profit contemporary art space.

Background:

Pro Arts provides critical access to contemporary art in Oakland and the East Bay through its independent curated exhibitions, capacity-building artist services, open studios, juried programs, and diverse collaborative programs. In addition to being an invaluable resource for regional artists, Pro Arts offers youth and community programs to further engage art audiences that reflect innovative artistic expression, and the rich cross-section of cultures, ethnicity, age, and race in the Oakland/Bay Area. Last year Pro Arts exhibited 580 artists and produced 53 events drawing an annual audience of 65,000. Additionally, Pro Arts provides professional art services to partnering institutions, and curates custom art tours.

Pro Arts supports the arts within communities by serving the ongoing needs of artists.

Purpose:

Interns will contribute to the organization of historical and archival documents that detail the legacy of Pro Arts.

Duration of Internship: 3 - 6 months

Responsibilities:

- Research and organize materials related to Pro Arts exhibition history
- Assist the Exhibitions & Programmings Coordinator in securing archival documents.
- Assist with administrative tasks related to the archive.
- Communication with artists, curators and previously active members of the Pro Arts community.

Requirements:

Interns must:

- Possess a BA minimally, MA-candidate preferred
- Have completed course work in art history, contemporary art or related field such as library/organizational sciences.
- Have an interest in contemporary art and non-profit art spaces
- Possess strong computer skills, including a familiarity with MS Office Suite
- Have excellent communication skills
- Be able to work independently, thoroughly and with attention to detail; and possess a professional demeanor

Applications can be received in hard copy or email. Hard copy to be delivered either in person or by mail to the address below or email: info@proartsgallery.org. Please mark "Archivist Intern" on the packet or subject line. Applications will not be accepted online.

Application Requirements:

- Cover Letter;
- Resume, including relevant course work descriptions;
- Reference contact information (one personal/professional and one academic);