



Curatorial Internship

A part-time, unpaid Curatorial Internship is available at Pro Arts; schedule is flexible—with a minimum of 10-hour per week commitment. Interns will receive detailed knowledge of the gallery's annual programming and upcoming exhibitions. This opportunity will also improve the intern's research skills and receive practical experience of organizing exhibitions and programming 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.

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

Purpose: Interns will contribute to exhibition planning and supplement the curatorial work of gallery programming at Pro Arts.

Duration of Internship: 3 – 6 months

Application Deadline: Ongoing

Responsibilities:

- Assist with coordination of exhibitions and programming.
- Research and organize materials related to Pro Arts exhibition and programming history
- Research outstanding issues (e.g., artist estate gifts to the organization)
- Assist with technical aspects of creating an exhibition, including installation and the production of didactic materials, wall labels, etc.
- Assist marketing efforts for exhibitions and programming.
- Gallery reception

Interns must:

- Possess a BA minimally, MA-candidate preferred
- Have completed course work in art history, contemporary art or related field
- Have an interest in contemporary art and non-profit art spaces;
- Possess strong computer skills, MS Office Suite
- Have good communication skills
- Be able to work independently, thoroughly and with attention to detail

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 "Curatorial 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);
- One-page, single-sided typed essay that explains your interest in curating exhibitions and programming. Please also include your expectations of this internship.