



**Organization:** Madison- Morgan Cultural Center

**Intern Title:** Arts Administration Intern- Visual Arts

**Work Location:** Madison- Morgan Cultural Center Main Building

**Internship Duration:** This internship is set up to take place during the school year. Internships can be arranged for a single semester or a full academic year. Start and end dates will be determined based on intern's school schedule.

**Description:** The Madison- Morgan Cultural Center (MMCC) is looking for a passionate and dedicated intern to assist with our busy visual arts season. Throughout the year, MMCC hosts four rotating art exhibits, four art gallery opening receptions, and two visual arts related community events, Open Art Day and A Funky Little Art Thing (AFLAT). The intern should expect to be involved in all aspects of visual arts administration. The intern will work with the Visual Arts Director to develop a schedule.

**Responsibilities and Duties:**

- Assisting with exhibits, art gallery openings, and visual arts community events
- Assisting with gallery set up and take down
- Creating customer satisfaction surveys and recording the data.
- Poster and promotional material distributions
- Administrative tasks related to MMCC Visual Arts Exhibits

**Qualifications:**

- Strong passion for the arts
- Interest in working in the nonprofit arts sector
- Must be enrolled in college or be a junior or senior in high school
- Visual arts experience is a definite plus!

**Majors:**

Art, Art History, Arts Administration, or Related Field

**Benefits:**

- Networking opportunities with arts administration professionals
- Free admission to art exhibits while working
- Building nonprofit and arts administration skills
- Hands on experience with an art exhibit from start to finish
- Access to free and easy parking in the Cultural Center's lot
- Giving back to the Madison community