

> EDITORIAL: The creative boom in empty buildings

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For most people, empty shops and offices are an eyesore and unwelcome evidence of an economic downturn. But for artists, desperate for a cheap place to work and exhibit, they are a godsend.

Across the UK, more and more grassroots artists, designers and performers are taking advantage of empty buildings by moving in, with low or no rent, while landlords wait for new commercial tenants or wait for developments to begin.

The likes of Damien Hirst and Sarah Lucas started their careers by staging shows in such spaces in the late 1980s. Now Dan Thompson, who runs the [Empty Shops Network](#), says the activity has "really taken off" in the past couple of years. "It's gone from being a fringe, slightly edgy activity to something very mainstream," he says. "It feels like a golden age for the arts with so much going on."

Transforming a supermarket

An eight-floor office block in central Manchester, which was part of the Co-op Supermarket until the company moved to a new head office, has been taken over by the [Castlefield Gallery](#). Each floor of the Federation building is being used by a different arts group, with hip-hop theatre company [Breaking Cycles](#) in the basement and cinema collective [Filmonik](#) upstairs.

Visual arts agency [Mark Devereux Projects](#) was the first to hold an exhibition there earlier this month, filling what still looks very much like a scruffy open-plan office.

"This is what artists and creative people do - we try and make the most of opportunities that come our way," Devereux says. The artists in his opening exhibition included [Mark Houghton](#), who created sculptures from things he found, including office chairs, shelves and even porcelain urinal dividers from the men's toilets. The Castlefield has the building rent-free on a five-year lease, which the Co-op can break if they find a new tenant in the meantime. The building will eventually be part of a major redevelopment - but that is still a long way off.

Transforming a police station

In 2008, artists, musicians, dancers and circus performers took over the Bridewell complex which was once Bristol city centre's main police station, a fire station and magistrates' court. There are now sound studios in the cells and artists' studios in the old confiscated goods lock-up. The building was bought by property developer Urban Splash after the police officers and court clerks moved out in 2005. There was a plan to turn it into flats and a hotel - but that got put on hold when the economic crisis struck. A group called [Artspace Lifespace](#) moved in for an initial 12 months. Five years later, the development is still on hold and the artists are still in the complex, known as [The Island](#).

To read the full BBC article "The creative boom in empty buildings" with more examples of repurposing unused buildings for creative use: <http://www.bbc.co.uk/news/entertainment-arts-24871292>

What are your favorite examples of transforming abandoned spaces for cultural use in your city, region or country? Join the [ENCATC Thematic Area Google Group "Urban Management and Cultural Policy of the City"](#) to share your examples!



This publication reflects the views only of the author and the Commission cannot be held responsible for any use which maybe made of information contained therein.



ENCATC is a nongovernmental organisation and an official UNESCO partner NGO.

Don't
miss it!

CAPACITY BUILDING OFFER

SUMMER FELLOWSHIP FOR INTERNATIONAL ARTS MANAGERS

Deadline: 1 December 2013

DeVos Institute
OF ARTS MANAGEMENT
at the Kennedy Center

Launched in 2008, the DeVos Institute's Summer Fellowship for International Arts Managers offers an immersive program of study in arts management strategy. For four weeks each summer, for three consecutive years, international Fellows participate in seminars, group projects, individual mentorships, and practical assignments supervised by Institute leadership and Kennedy Center senior staff.

The curriculum includes seminars and coursework in:

- Strategic Planning
- Board Development
- Fundraising
- Marketing
- Artistic Planning

Fellows receive:

- Air transportation to and from the U.S. from their home residence
- Lodging during the Fellowship
- Per diem to cover living expenses during the Fellowship and Visa sponsorship
- Program materials

IMPORTANT INFORMATION

Applicant Criteria:

- Minimum five years working experience in an administrative capacity in an arts organization.
- Currently serving as an executive or department head with decision-making authority.
- Excellent business English, orally and written.
- Able to commit to the full term of the Fellowship: June 30–July 25, 2014; June 29–July 24, 2015; and June 27–July 22, 2016.

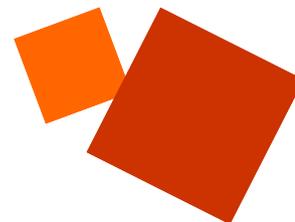
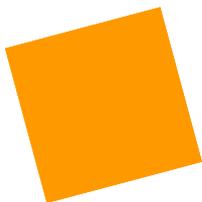


The Kennedy Center's international arts management programs have reached participants in over 80 countries worldwide.



For more information and to apply:

www.DevosInstitute.org/SummerInternationalFellowship



CAPACITY BUILDING OFFER
CALL FOR APPLICATIONS:
Guadalajara International Film Festival
21 - 30 March 2014
Deadline: 1 February 2014



The Guadalajara International Film Festival is a cultural event of great relevance for Guadalajara and Mexico. It is considered as one of the most important showcases for the appreciation, promotion and distribution of Mexican and Ibero-American films.

The Festival is made by everyone and for everyone who attends. It is designed for the public's enjoyment, so they can get close and encounter through a variety of activities, the preeminent films and filmmakers from the region. It serves as a rich forum for the creative exchange between professionals, filmmakers, critics, students, and audiences of Ibero-America.

The Festival offers the opportunity to students and non-students to volunteer or do professional practices and become part of the organisation of this event.

Festival activities:

- Films awards
- Conferences
- Meetings with filmmakers, producers, distributors and critics
- Training workshops
- Cultural events, exhibitions and concerts

The areas in which you can participate are:

- Administration
- Operations
- Public Relations and Protocol
- Attention Guests Programming
- Computer & Networking
- Training
- Accreditation, Broadcast and Press



IMPORTANT INFORMATION:

Deadline: 1 February 2014

Contact: info@ficg.mx

Website: <https://www.ficg.mx/29/index.php/es/el-festival/servicio-social>

Place: Guadalajara, Mexico

Period: March 2014

Languages: Spanish

Remuneration: Unpaid

Did you know?

CREA.M unveils mentoring notebook for cultural managers!

Unveiled at the **CREA.M Final Conference** "Which Education for Tomorrow's Cultural Managers" on 7 November, the **CREA.M Notebook** is a tool developed by the consortium to accompany mentors and mentees as they go through the CREA.M mentoring process.

500 copies were printed and given to all the project partners to distribute at their national CREA.M conferences to cultural managers, educators, trainers, students and stakeholders.

With over 70 pages, this notebook has been structured on the basis of the **mentoring practices designed and tested** during the CREA.M project. Modelling and mapping tools will guide and support users through a self-evaluation, developing a professional profile and working style.

CREA.M - *Creative Blended Mentoring for Cultural Managers* is a Leonardo da Vinci project financed by the European Commission's Lifelong Learning Programme. From December 2011 to November 2013 the CREA.M partnership researched, developed and tested innovative approaches and methodologies in the field of Vocational Education and Training for the management of arts and culture. In doing so, the project strongly shares Europe 2020's objective to boost jobs in the cultural sector. CREA.M contributes to Europe's growth strategy by outlining new ways to assess

cultural managers' skills and competencies, to guide and support their professional development, and to foster their employability and their effectiveness in creating new businesses.

A partnership composed by a mix of 8 different institutions from 7 countries (including VET and cultural organisations, a SME and a public administration) cooperated to share an updated vision of the competency model for cultural managers. Interviews with key people holding different job positions in the cultural labour market provided the major contribution of identifying the need to overcome the strict definition of an "ideal" mix of specific skills for cultural managers. This research led the CREA.M partnership to focus on the possibility to empower professionals at different levels through an innovative and informal methodology aimed at advising them on their professional and personal development while fostering their entrepreneurial competencies.

To **learn more** about CREA.M and **download** the **CREA.M notebook** for free visit: www.projectcream.eu



Download the online version here!

More than 70 pages with useful mentoring tools & exercises

The mentoring and modeling techniques inspiring the structure of some pages have been developed by The Creative Pioneer Programme at NESTA and ICCE, Goldsmiths. The Money Meaning priority modeling technique has been developed by Erich Pöetschacher and was used an iterated by Nesta's Creative Pioneer Programme and with his permission at ICCE, Goldsmiths. They were all shared, discussed and tested among the CREA.M partners during several phases of the project. Thanks to Designers Block for their development of the initial Prioritisation tool.

> INTERNSHIPS

> BELGIUM



Future for Religious Heritage
Deadline: 15 December 2013



Future for Religious Heritage (FRH) is the only European Network of charities, governmental, religious and university departments, which works to protect religious heritage buildings and interiors across Europe. It is a not for profit organisation open to all peoples and religions. It was established in 2011, and now has members in over 30 countries. It is a fast growing organisation run by a small team of staff supported by dedicated and passionate volunteers.

FRH is currently looking for a Research Intern to join their team!

Profile:

- Independent and self motivated
- Positive outlook and a clear focus on high quality
- Well presented and able to get on with others and be a team-player
- Is enrolled in a final year Bachelor programme (or equivalent) or a recent graduate
- Knowledge in the field of architectural history, conservation or art history
- Has excellent computer skills

- Has excellent communication skills and fluency in written and spoken English
- Is dynamic and well-organised, with great attention to detail
- Has an interest in religious heritage

Tasks:

- Researching projects and organisations across Europe who are working on the topic of religious heritage
- Indexing and sorting information and developing a search system on the website to make it more accessible for FRH members
- Communicating with FRH members to include their publications and other information on the FRH website
- Supporting the keeping of FRH contacts in the database, entering and renewing information
- Minimum commitment of 3 days a week

IMPORTANT INFORMATION:

Deadline: 15 December 2013

Contact: Leena Seim leena.seim@frh-europe.org

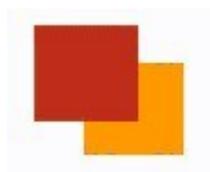
Website: <http://www.futurereligiousheritage.eu/>

Place: Brussels, Belgium

Period: 3 months

Language: English

Remuneration: Unpaid



Brussels Philharmonic has three internship offers!

Deadline: 13 December 2013



Brussels Philharmonic/Flemish Radio Choir is a Belgian nonprofit organization including a symphony orchestra & a chamber choir. Together, these two ensembles carry out more than 100 concerts every year both in Belgium as abroad. A team of 20 administrative employees is handling the management of these concerts.

FLEMISH RADIO CHOIR / STAGE MANAGEMENT ASSISTANT

Brussels Philharmonic is seeking a motivated intern to carry out administrative support to the Stage Management team for a period of 3 months, the starting date is flexible and it's a full-time position based in Brussels. The internship is unremunerated. Interns will gain professional experience with a motivated team in a cultural environment and experience how things work on stage. This internship has flexible working hours, including weekends.

Profile:

- University degree student
- Interested in classical music
- Excellent command of English and/or French
- Basic command of Dutch would be an asset
- Computer skills (Outlook, Excel, Word)
- Well organized team player
- Friendly, pro active, stress resistant
- Accurate and attentive to detail
- Hands-on mentality



Tasks:

- Handling the logistics of upcoming productions everywhere in Belgium
- Maintain contacts with musicians, soloists, conductors, external partners
- Prepare technical reports, raiders & assist at technical visits
- Live the experience behind the scenes during concerts
- Assist with administrative tasks as required

PRODUCTION ASSISTANT

Brussels Philharmonic is currently seeking an administrative support to the Production Team for a period of 3 months. Starting date flexible. This full-time position is based in Brussels and its non remunerated. Interns will gain professional experience with a motivated team in a cultural environment and receive valuable firsthand experience in Orchestral Management.

Profile:

- University degree student



- Interested in classical music
- Excellent command of English and/or French
- Basic command of Dutch would be an asset
- Computer skills (Outlook, Excel, Word)
- Well organized team player
- Friendly, pro active, stress resistant
- Accurate and attentive to detail
- Hands-on mentality

Tasks:

- Carry out assistance to the stage management team
- Handling the logistics of upcoming productions everywhere in Belgium
- Maintain contacts with musicians, soloists, conductors, other partners
- Prepare technical reports & assist at technical visits
- Assist with administrative tasks as required

COMMUNICATION & MARKETING ASSISTANT

Brussels Philharmonic is currently seeking a motivated intern to carry out administrative support to the communication team for a period of 3 months. Starting date is flexible, the offices are closed between 15 July and 15 August. The full-time position is based in Brussels. The internship is unremunerated. Flexible working hours, including weekends. Interns will gain professional experience with a motivated team in a cultural environment and valuable first hand experience in Marketing & Communication

Profile:

- University degree student
- Interested in classical music
- Excellent command of English and/or French
- Basic command of Dutch would be an asset
- Appropriate computer skills (Outlook, Excel, Word, Internet, Photoshop)
- Good knowledge of Social Media Platforms (Youtube, Twitter, Facebook, Blogs)
- Excellent oral and written communication skills
- Friendly, pro active, stress resistant & flexible
- Accurate and attentive to detail

Tasks:

- Internet Research: Collect background info for upcoming concerts
- Carry out support to front of house team before & after concerts
- Update Social Media Platforms & websites on a daily basis
- Contact agencies to collect pictures, biographies & other data of artists
- Edit pictures & biographies for our websites (NL, FR, ENG)
- Put together programme notes
- Help with the distribution of flyers & posters around Brussels
- Assist with administrative tasks as required



IMPORTANT INFORMATION:

Deadline: 13 December 2013

Contact: am@brusselsphilharmonic.be

Website: www.brusselsphilharmonic.be

Place: Brussels, Belgium

Period: 6 January 2014, 2 - 3 Months

Languages: English, French or Dutch

Remuneration: Unpaid

> INTERNSHIP

> BULGARIA



**FIRE theatre-art-culture
FOUNDATION**

Deadline: 15 December 2013



FIRE theatre-art-culture FOUNDATION carries out projects in the sphere of art (theatre mainly), culture and social development. Since June 2005, the organization's aims are to assist the social integration and the personal realization of the Youth as well to contribute to the steadily increasing of the level of culture and erudition, to the building of active civil consciousness and to the developing of Art. The main desire of FIRE FOUNDATION is to contribute with its activities to the integration of Bulgaria in Europe as well to the better understanding between the different cultures.

Some of the current long term projects which FIRE FOUNDATION is running on local level are: FEST STUDIO –youth out-door theatre, site-specific & carnival laboratory exploring and popularising the open air theatre, carnival and fest culture in Bulgaria and abroad (open in 2009).

Profile:

- French people AND/OR people legally living in France since one year
- Fluent English, including good writing skills
- University studies in cultural management,



cultural and creative economy and communication

- Experience in cultural management and production
- Creative and independent
- Adaptable to different work rules and especially to a foreign country in its culture and its language
- Taking initiative, able to develop activities

Tasks:

- Take part in over all activities of FIRE theatre-art-culture FOUNDATION
- Sharing the responsibilities as all other members of the team (Bulgarian artists, EVS volunteers, Youngsters etc.)
- Producing & creating various theatre productions and events
- Performing & touring
- Photo and video documentation and presentations
- PR activities



IMPORTANT INFORMATION:

Deadline: 15 December 2013

Contact: Georgi Rakovski Street, 191, 1142 SofiaBulgarie, Téléphone : + 359 885 701 741

Website: www.facebook.com/pages/Fire-theatre-art-culture-Foundation/161900917169743

Place: Sofia, Bulgaria

Period: Spring—Summer 2014 (26 weeks)

Language: English

Remuneration: Scholarship "Leonardo Da Vinci"

> INTERNSHIP

> CANADA



Festival Accès Asie, Montreal

Deadline: Rolling basis

Festival Accès Asie, first formed as the Montreal Asian Heritage Festival, was founded on an Asian Heritage Month mandate established in the United States in 1976. This was further developed by the Toronto Asian Heritage Month Group in 1993. The national network of Asian Heritage Month groups and activities vary in mandate from arts presentations to forums, discussions to tributes of outstanding members from the Asian Canadian communities. The Montreal version of this mandate was revised to reflect Montreal's cultural climate.

Accès Asie was formed in 1995 to present all artistic disciplines in dance, comedy, theatre, video, film, visual arts, music, poetry, performance and new media. Featuring artists with origins from over twenty countries: East Asia (Japan, China, Korea); Southeast Asia (Philippines, Indonesia, Malaysia, Vietnam, Thailand, Singapore); South Asia (Pakistan, India, Nepal, Sri Lanka); Central & Middle Eastern Asia (Turkey, Iran, Iraq, Lebanon, Syria, Afghanistan and Armenia).

Profile:

- Full time student or full time student in next period in the field of arts or Cultural Management
- Can be present 3-5 days a week
- Open minded to work in multicultural organisation
- Able to work in different tasks
- Responsible and organized
- Able to teamwork
- Interest in Asian Culture

Tasks:

- Daily life work of a non-profit organization in the field of arts and culture
- Organizing events
- Some administration tasks

Depending on you interests you could be:

- Assistant of the Press Department
- Assistant of the Coordinator Department
- Assistant of the Communication Department



IMPORTANT INFORMATION:

Deadline: Rolling basis

Contact: info@accesasie.com

Website: <http://accesasie.com/en/acces-asie/stages-chez-acces-asie/>

Place: Montreal, Canada

Period: 2-3 months

Languages: French, English

Remuneration: Unpaid

> INTERNSHIP

> FRANCE



RiF, Lille

Deadline: 20 December 2013



RiF is a combination of cultural and artistic development work in the region Nord-Pas de Calais and beyond for over 20 years. Since 1990, RiF is part of the social and solidarity economy. The association operates in the areas of coaching, cultural activities and organization in the fields of sustainable cultural development and international cultural cooperation.

Since 1996 RiF is developing projects in different areas: Culture, Youth, Animation, Urban Policy, Social and Solidarity Economy, Sustainability.

Profile:

- Enthusiastic
- Availability and flexibility to work some evenings and/or weekends during periods of operation
- Writing skills
- Autonomy, responsibility, initiative
- Strong sense of organization
- Computer skills
- Knowledge of Internet and social networking
- Driving license
- Fluency in English and/or another foreign language is a plus
- Knowledge in performance management

Tasks:

- Participation in meetings with partners
- Monitoring of enrollment workshops and/or meetings
- Helping in the operational and logistic of the events
- Drafting of budgets
- Organize and structure the events
- Answering phone
- Attendance at events organized by the association



© Photo Saira Awan

IMPORTANT INFORMATION:

Deadline: 20 December 2013

Contact: rif@rif-asso.fr

Website: www.rif-asso.fr

Place: Lille, France

Period: March 2014

Language: French

Remuneration: Training allowance by 30% agreement in force minimum wage.

> INTERNSHIP

> THE NETHERLANDS



Van Gogh Museum Friday Nights, Amsterdam

Deadline: 1 December 2013



The Van Gogh Museum Friday Nights are a platform in which the Van Gogh Museum with innovative programming shows that the art of Van Gogh and his time to the present day artists and cultural producers inspires.

The program is specifically aimed at young (18-35 years) audience , but everyone is welcome. In addition to various acts and performances on the first Friday of the month, there are always standard free interactive tours, a cocktail bar, a DJ and VJ performance. Is becoming one of the acts of the first Friday back. At the other Friday nights of the month The program is developed by a program manager with the support of the employee Youth Programming.

Profile:

- Interested in youth programming and/or production management of complex events involving performing arts or theatrical performances play a major role
- Third year of college/university student and aspires to work later in the performing arts or in a museum

- Responsible and highly motivated
- Communication skills
- Able to plan and work in a busy environment
- Affinity with museums
- Speaking and writing fluent Dutch and English
- Able to work irregular hours and Friday evenings

Tasks:

- Support the production guidance of weekly Friday evenings
- Gathering program information for artists
- follow contract agreements with artists
- Tuning artists wishes with the internal organization (facility management, catering)
- Preparation and adaptation of scenarios
- Guiding artists and other partners (DJs, VJs) before / during the events
- Keep track of guest lists
- Support in the community communication
- Answering questions from the public via email and social media



IMPORTANT INFORMATION:

Deadline: 1 December 2013

Contact: hrm@vangoghmuseum.nl

Website: <http://www.vangoghmuseum.nl/vgm/index.jsp?page=23705&lang=nl>

Place: Amsterdam, The Netherlands

Period: 20 January - 1 September 2014

Languages: Dutch, English

Remuneration: 200€ per month (32 hours per week)

> INTERNSHIP

> SPAIN



Institut français d'Espagne, Madrid

Deadline: 20 December 2013



**INSTITUT
FRANÇAIS**
MADRID

The French Institute of Spain is the operator of the Ministry of Foreign Affairs in charge of the promotion of culture and the French language in Spain. It promotes bilateral cooperation between our two countries in education and culture.

The French Institute of Madrid has a library with 31,000 books, more than 4,000 audiovisual materials, digital library; fits into the media libraries of the French cultural network abroad, whose mission is the development and presentation of the offer document with the French foreign audience.

Profile:

- Studies in sciences of investigation or librarianship
- Looking for a consolidation of experience within a library
- Media experience

Tasks:

- Organise the media resources
- Re-develop the library spaces
- Organise the storage of collections
- Participation in cultural programming of the French Institute of Madrid Spain
- Help the editorial manager in the launch of the digital library Culturethèque Spain



IMPORTANT INFORMATION:

Deadline: 20 December 2013

Contact: Virginie Llorens: virginie.llorens@institutfrancais.es

Website: <http://www.institutfrancais.es/>

Place: Madrid, Spain

Period: Begin at the end January 2014

Languages: French, English and Spanish

Remuneration: € 436.05 / month

> INTERNSHIPS

> UNITED STATES



Mississippi Museum of Art, Mississippi

Deadline: 30 November 2013

MISSISSIPPI MUSEUM *of* ART

The Mississippi Museum of Art has been a community-supported institution for more than 100 years. The Museum boasts a seasoned staff of museum professionals and fiscally responsible administrators.

Profile:

- Completed two years at an Institution of Higher Learning
- Currently enrolled at or a recent graduate of an Institution of Higher Learning

Tasks vary depending on the departments:

COLLECTIONS MANAGEMENT INTERN

- Assist the Collections staff
- Cataloging, inventorying, photographing, and tracking artwork.
- Conservation, assisting with the preparation of exhibitions
- Registration duties related to installation / de-installation of exhibitions.

EXHIBITIONS AND PROGRAMS INTERN

- Works closely with the exhibitions staff
- Research and/or write for future exhibitions
- Exhibition development work
- Assisting with exhibition installation
- Assisting in research or other tasks related to creating exhibition catalogues.

EDUCATION INTERN

- Assists the education department
- School , Family & Interpretive, Community Outreach, & Studio Programs.
- Researching artists in the collection, developing interpretive materials for various audiences, writing curriculum for K -12 teachers
- Helping to plan ongoing educational programs.

MARKETING/PUBLIC RELATIONS INTERN

- Support for the marketing/pr department
- Conducting marketing research, tending to public and media relations, and implementing promotions for Museum events and exhibitions
- Drafting, editing, and distributing marketing materials
- Producing content for the Museum's blog



IMPORTANT INFORMATION:

Deadline: 30 November 2013

Contact: Carol Cox Peaster, Director of Community Programs, Mississippi Museum of Art, 380 South Lamar Street, Jackson, MS 39201

Website: <http://www.msmuseumart.org/index.php/aboutus/page/internships>

Place: Jackson, Mississippi

Period: Spring 2014

Languages: English

Remuneration: Unpaid

> UNITED STATES



Museum of Fine Arts, Boston
Deadline: 20 December 2013



The original MFA opened its doors to the public on July 4, 1876. Today MFA is one of the most comprehensive art museums in the world; the collection encompasses nearly 450,000 works of art. MFA welcome more than one million visitors each year to experience art from ancient Egyptian to contemporary, special exhibitions, and innovative educational programs.

The MFA offers different options of internships:

COMMUNITY ARTS INITIATIVE GRADUATE INTERNSHIP

Profile:

- College students who enjoy working with people and are interested in learning more about the many facets of Museum Education
- Proficiency using recording equipment - especially digital cameras, video and audio recorders
- Strong organizational skills
- Excellent written and verbal communication skills

Tasks:

- Assisting in planning and hanging children's art activities
- Assist in designing materials for the exhibit
- Assisting in Community Art activities
- Some administrative duties as required
- Assist in maintaining and updating the visual documentation
- Assist in design of new projects, assist in community outreach activities,
- Participate in planning meetings, and assist with scheduling the groups and record

keeping. Interns will be responsible for the planning and preparation of activities and exhibits of participating partnership groups

ART OF EUROPE DEPARTMENT INTERNSHIP

Profile:

- Completion of sophomore, junior, or senior year of a B.A. program in art history
- Experience working in an office setting
- Basic knowledge of the history of European art
- Ability to attend orientation on either Wed, Jan 8 (10 am or 6 pm); Wed, Jan 22 (6 pm); or Wed, Feb 5 (10 am or 6 pm)
- Ability to commit to a regular weekday schedule for the agreed upon duration, o either full-time (four to five days per week) for three to four months or part-time (two to three days per week) for three to four months

Tasks:

- Organize curatorial and other records in electronic and hard-copy formats
- Correspond with assorted Museum constituents
- Learn about and assist with daily tasks

CONTEMPORARY ART DEPARTMENT INTERNSHIP

Profile:

- Enrollment in, or recent graduation from, a B.A. (if currently enrolled, rising juniors and seniors only), M.A. or M.F.A. program in Art

History, History of Decorative Arts, Museum Studies, Arts Administration or Art program, or B.S. or M.S. program in Library or Information Science with an interest in museums

- Strong interest in and at least some knowledge of contemporary art
- Excellent organizational skills with keen attention to detail and ability to multitask
- Previous successful office experience, preferably in an arts organization, and proficiency in Microsoft Office (experience with art database programs such as The Museum System helpful)
- Demonstrated written and communication skills; strong research skills
- Ability to commit at least 15-20 hours per week through the spring semester (Those interested in continuing their internship beyond the spring are strongly encouraged to apply, as this opportunity could be extended into the summer semester.)

Tasks:

- Day-to-day operations of a contemporary art department
- Gather and cull research materials
- Organize and respond to materials submitted by artists and galleries
- Assist in preparing correspondence, presentations and exhibition checklists
- Provide support for administrative duties
- Flexibility to help with various tasks and ability to work within deadlines
- Assist in an overhaul of the department's organizational and archival systems



IMPORTANT INFORMATION:

Deadline: 20 December 2013

Contact: Herbert Jones, Volunteer & Intern Coordinator, and should be emailed to intern@mfa.org.

Website: <http://www.mfa.org/employment/open-internships>

Place: Boston, USA

Period: Spring 2014

Languages: English

Remuneration: Unpaid

WHAT IS ENCATC?

ENCATC is an independent membership organization representing approximately 100 higher education institutions and cultural organization in 39 countries. It was founded in 1992 to represent, advocate and promote cultural management and cultural policy in higher education and to create platforms of discussion and exchange at the European and international level.

We are an international non-profit organisation, an official UNESCO partner NGO, and an “Observer” to the Steering Committee for Culture of the Council of Europe.

We cooperate closely with our partners at UNESCO, the Council of Europe, the European Commission and the European Parliament as well as with the European Cultural in Africa, the Asia–Pacific region, North America, Latin America and the Caribbean.

FOSTERING STUDENT MOBILITY:

PRAXIS is a “Members Only” newsletter offering internship opportunities for students and young graduates from ENCATC programmes in the cultural sector in Europe and beyond. ENCATC does not provide any grant or reimbursement to support the internships promoted in PRAXIS.

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For more information about our network and our activities, please visit our website: www.encatc.org

