

# The Aldrich Contemporary Art Museum



**TITLE: Summer Intern**

**STATUS: Part-time Summer 2024**

**REPORTS TO: Associate Curator & Digital Media and Marketing Coordinator**

**COMPENSATION: \$17/hour; approximately 200 hours**

Founded by art collector and fashion designer Larry Aldrich in 1964, The Aldrich Contemporary Art Museum is one of the oldest contemporary art museums in the United States. The Museum is one of the few independent, non-collecting institutions in the country and the only museum in Connecticut solely dedicated to the presentation of contemporary art. The Aldrich is internationally recognized for its artist-centric programs and visionary exhibitions. We present first solo museum exhibitions by emerging artists, significant exhibitions of established artists, and thematic group exhibitions.

The Museum's Summer Internship Program provides the opportunity for an individual to learn about the ever-growing field of cultural nonprofits from within a contemporary art museum. Interns will spend 6 weeks at The Aldrich gaining hands-on experiences and participate in weekly staff meetings held every Monday. This opportunity is not limited to college and graduate students, and we welcome recent graduates as well as individuals looking to change careers to apply.

Ideal applicants are driven individuals who possess:

- Energy, curiosity, and an outgoing nature
- Enthusiasm for contemporary art and art history
- Demonstrated interpersonal and communication skills (both written and verbal)
- The ability to work independently and collaboratively in a variety of settings
- A keen interest in lifelong learning
- The ability take initiative on creating and completing projects
- Demonstrated excitement to support environments that promote diversity, equity, accessibility, and inclusion and the ability to work with a diverse range of constituents.
- Motivated, dependable, and flexible
- A willingness to share critical feedback to colleagues
- Comfort with technology and attention to detail
- Independent transportation to and from the Museum
- Occasional evening and weekend work may be required.

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The intern will be responsible for the following:

## Work with the Curatorial Department:

- Conducts research and writes for exhibition purposes, including but not limited to in-gallery and catalogue texts, website content, and various reports.
- Schedules meetings, books travel arrangements, and creates itineraries as requested.
- Drafts meeting agendas, produces meeting minutes, and circulates to appropriate staff.
- Manages site visit arrangements for artists, advisors, designers, and other professionals.
- Creates, updates, and maintains exhibition checklists. Works with curators, registrars, and participating artists to prepare and track loan requests.
- Organizes files and publications, and maintains records, correspondence, and other documents in accordance with the museum's archive.
- Contributes and assists in the planning and implementation of exhibition-related events, as needed
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- Prepares outgoing mail and interdepartmental correspondence for delivery.
- Source research materials.

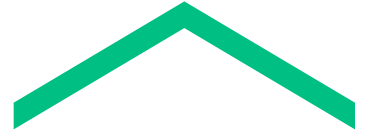
## Work with the Marketing/Communications Department:

- The intern will collaborate with the Digital Media and Marketing Coordinator in the ideation and creation of social media content for the Museum.
- Responsibilities will include pitching, scripting, and storyboarding short videos, filming, and editing video content such as exhibition walkthroughs and behind-the-scenes content, photography and editing, and audio editing.
- Ideal candidates will have experience creating content for social media platforms (Instagram, TikTok, and YouTube), have an eye for the latest trends, and a background with photo and video editing apps such as Lightroom, Photoshop, Premiere, and CapCut.
- Experience and/or comfortability in front of the camera is preferred.
- Other projects as assigned by the Marketing and Communications Department

This is a paid opportunity at an hourly rate of \$17/hour for approximately 200 hours. Hours can be flexible depending on workflow and availability. Students may be eligible for academic credit; please contact the appropriate person at your college or university to determine eligibility.

Please send a cover letter and resume to: [ealfonso@thealdrich.org](mailto:ealfonso@thealdrich.org), with the subject line "Summer Intern" by April 5, 2024. Qualified candidates will be contacted.

# The Aldrich Contemporary Art Museum



## **The Aldrich Contemporary Art Museum Non-Discrimination Policy**

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees feel valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

**Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.**