



The **Directors Office Internship** is open to full-time undergraduate students, full-time graduate students, and recent graduates desiring firsthand knowledge and experience in a contemporary art museum environment. The Director's Office is responsible for the overall management and direction of the museum, and works closely with all staff to ensure smooth communications and program coordination. The Director's Office also serves as the institutional point of contact for the Board of Directors. The Director's Office Intern will work under the supervision of the Executive Director to learn different aspects of museum management, arts administration, and assist with special projects.

Duration: The Directors Office Internship is eight continuous weeks, unpaid, 15 to 20 hour a week opportunity.

Academic Credit: Depending on the nature of the internship and approval of the student's college or university, academic credit may be granted for internships. Student applicants should consult their academic advisor for additional information.

Principle Duties and Responsibilities:

- Update and maintain historical records related to Blue Star Contemporary, its stakeholders, and Board of Directors.
- Conduct research related to the Executive Director's upcoming meetings, travel, and other institutional priorities such as public partnerships, donor engagement, and exhibition planning.
- Collate meeting materials for Board of Directors meetings.
- Drafting Directors Office correspondence to key constituencies.
- Completing daily research about domestic and international artistic and philanthropic communities and projects.
- Update and collate reports for meetings of Board of Directors committees.
- Track trends and conversations locally, nationally, and internationally that may affect Blue Star Contemporary or the contemporary art world.
- Additional responsibilities may include but are not limited to social media research, updating databases and communication logs, organizing scholarly materials, assembling artist dossiers, organizing mailings, performing errands, and occasionally assisting during special events

Specific Qualifications:

- Student majoring in art education, studio art, museum studies, or art history preferred.
- Outstanding written and oral communication skills.
- Outstanding critical thinking skills.
- Extremely organized, as well as comfortable and discreet handling confidential information.
- Ability to work independently and thoroughly in a fast-paced environment.
- Strong organizational and computer abilities; proficiency in Microsoft Word, Excel, and PowerPoint required. Knowledge of donor databases desirable.
- Ability to work well with others.

Additional Information:

Guided by its mission to inspire the creative genius in all of us by nurturing artists, Blue Star Contemporary is a dynamic, innovative destination for contemporary ideas.

To Apply:

Please email in PDF format your current resume and a cover letter that describes your skills and experience to meet the qualifications of the position and what you hope to learn from an internship at Blue Star Contemporary, to inessa@bluestarcontemporary.org. Please include "Internship opportunities" in the subject line. Applicants contacted for an interview will be required to submit a letter of reference from an academic or professional source.