



Position Description – Oregon Contemporary Intern

Preferred Work Hours: 10-15 hours/ week, including some weekends

Compensation: Volunteer/ Class Credit

Oregon Contemporary is a space dedicated to art, community, and the exponential possibilities of contemporary art. We produce powerful, visionary art programs for the communities of Oregon. We believe artists provide unique, forward-thinking ways of connecting people to the nuanced issues that define modern life. We regularly promote voices and points of view—regional to international—that have been historically underrepresented in the arts, and engage these populations to impact and intervene in the contemporary arts dialogue.

We are a small organization. In the same way members of our team take on a wide variety of tasks, our interns gain experience across many facets of the organization. Interns may be asked to assist with exhibition tasks, installation support, social media content creation, Shop Ox and website updates, marketing and audience research, event planning, front desk docent shifts, sponsorship requests and more. Interns work alongside Oregon Contemporary staff members, artists and curators who act as valuable mentors.

We accept intern applications on a rolling basis. Based on the interests of the applicant and the needs of the organization at the time, work might be available in the following areas:

- Exhibitions
- Events
- Marketing

Preferred Qualifications:

- Sincere interest in contemporary art and an active enthusiasm for sharing this work with the Portland community
- Strong writing and communication skills
- Strong interpersonal skills to work with a diverse group of constituents including staff, artists, curators and guests
- Strong digital and physical organizational skills
- Ability to provide own transportation to and from Oregon Contemporary

Oregon Contemporary is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, citizenship, disability, or veteran status. Oregon Contemporary values perspectives, voices, and insights from people of diverse backgrounds and is committed to building a culturally diverse staff. We strongly encourage applications from people of color, people with disabilities, LGBTQ candidates, and others who are underrepresented in the arts and culture sector.

Please send cover letter and resume to info@oregoncontemporary.org. Please include “Oregon Contemporary Intern Application” in the subject line, and let us know if you have specific skills or interests in exhibitions, events planning and/or marketing.