



Position Description – Event Intern

Title: Event Intern

Reports to: Associate Director

Scheduled Work Hours: 10-15 hours/ week

Compensation: Volunteer/ Class Credit

Start / End Date: Winter 2018

Associate Director | Sarah Turner | sarah@disjecta.org | (503) 286-9449

Disjecta Artistic Events

Disjecta Contemporary Art Center builds ambitious programs that promote artists and engage communities. Disjecta provides a catalytic platform for forward-thinking work by visual and performing artists. Dynamic programs showcase new ideas and engage new audiences while fueling collaborations between artists, curators, and viewers to impact and intervene in the larger contemporary arts dialogue. Disjecta events range from points of entry to deep intentional community building in Portland and within the national and international community of contemporary art.

The role of the Event Intern is to:

- Support Disjecta Staff in planning and production of artistic events and programs
- Support Curator/ Artists prior to and during artistic events and programs
- Assist in marketing and outreach for events, exhibitions, and programs
- Assist in management of event volunteers prior to and during artistic events and programs
- Assist in management of facility space and event equipment
- Assist in set up/ break down/ and general upkeep during events
- Welcome visitors and guests into space during events
- Support Disjecta staff, Curators, and Artists as needed during events
- Act as Gallery attendant

What you will learn:

- The Event Intern has the opportunity to attend nationally and internationally acclaimed artistic programs hosted at Disjecta.
- The Event Intern will gain a wider knowledge of contemporary artists, contemporary art, and contemporary performance. They will be able to further expand their knowledge on the work being presented, and expand their creative network.
- The Event Intern will gain valuable knowledge of event planning and artistic programming from inception to evaluation. They will work along side many Disjecta staff members and Artists who will act as valuable mentors.
- The Event Intern will learn organizational skills necessary for maintaining and regulating an active contemporary art non-profit, through working alongside Disjecta Staff.

Preferred Qualifications:

- Sincere interest in contemporary art and an active enthusiasm for sharing this work with the Portland community
- Availability to provide on-site assistance during events
- Availability for set up and break down of events, including equipment transportation
- Interest in research, marketing, and outreach of artistic events and programs
- Strong interpersonal skills to work with a diverse group of constituents including staff, artists, curators, and guests
- Ability to work well with people from diverse ethnic and socioeconomic backgrounds
- Strong digital and physical organizational skills
- Ability to provide own transportation to and from Disjecta and partner organizations

Disjecta Contemporary Art Center does not discriminate against individuals on the basis of race, color, sex, gender identity, sexual orientation, religion, age, national origin, ability, ancestry, or marital status.

Please send cover letter and resume to Sarah Turner, Associate Director, sarah@disjecta.org by December 1, 2018.