EXPLORE. DISCOVER. FEEL. WONDER.

The Contemporary Arts Center brings art and the creative process to all people through exhibitions, performances, and experiences that open minds. Founded in 1939 by three women with their eyes on the future, our shared vision is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

The Contemporary Arts Center (CAC) is currently accepting applications for Summer (May-August) 2023 Internships and Fellowships. Please read the below descriptions for information. The time commitment for most internships averages 10-15 hours per week.

Submit your application by April 14th to Aly Laughlin, Human Resources Director at alaughlin@cincycac.org.

CURATORIAL ARCHIVE INTERN

Primary Responsibilities:

The Curatorial Archive intern will be responsible for assisting the Exhibition Manager with research and digitization of past CAC exhibition history. This will include researching exhibition information for archival requests, organizing and coalescing exhibition files, scanning slides and digitizing paper files. There may be general curatorial or administrative projects assigned as well. Work will be conducted primarily on-site, although some remote work may be possible. The time requirement would be the equivalent of 1-2 days a week or more, dependent on intern availability.

Requirements:

- Coursework in Art History, History or Fine Art
- Excellent verbal, written, and interpersonal communication skills
- Strong research skills
- Strong organization skills
- Interest in Contemporary Art
- Familiarity with library and archive research
- BA or BFA in process (preferred, but not required)
- Proficiency in more than one language (preferred, but not required)

Application Process:

To apply, you will need to send a statement of interest, resume, writing sample and two references (name, email, and phone number) by April 14th to Aly Laughlin, Human Resources Director at alaughlin@cincycac.org. Interns will receive a $150 reimbursement stipend for parking.
KAREN E. MEYER AND RICK MICHELMAN FELLOWSHIP

Description:
Fellowship positions are available for BIPOC and first-generation college students, and college students with disabilities and/or financial hardship. Fellows will serve 10 hours a week for 12 weeks (total of 120 hours) working at the Contemporary Arts Center during traditional college semesters (September – December; February – May; May – August). Through this fellowship, the CAC seeks to offer experience in nonprofit arts institutions. Placements within the institution will be made based on the fellow’s educational area of interest. Recipients may arrange with their colleges and universities to receive academic credit for this experience.

POSITION DETAILS:

Activities:
In his/her/their fellowship, the Fellow will work with a supervisor in one of the following departments: Curatorial, Education, Communications, Development. The fellow will take part in the daily work of these departments (may include research, writing, programming, logistical/administrative support) and engage in several mentorship opportunities offered to fellows, interns, and co-ops within the institution.

Requirements:
Fellowships are available to BIPOC and first-generation college students, and college students with disabilities and/or financial hardship. Candidates should demonstrate interest or experience in arts organizations, arts careers, museum education, and/or philanthropy.

Application Process:
To apply, you will need to submit a current resume, statement of interest citing your educational interests and why this fellowship, writing sample, and letter of recommendation by April 14th to Aly Laughlin, Human Resources Director at alaughlin@cincycac.org.

Fellowship Compensation:
Fellows will be compensated $1500 for 120 hours of work, to be paid at the mid-point ($750) and completion ($750) of the fellowship.
ABOUT THE CONTEMPORARY ARTS CENTER (CAC):

Mission Statement:
The Contemporary Arts Center brings art and the creative process to all people through exhibitions, performances, and experiences that open minds.

Vision Statement:
The CAC will champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

Value Statements:
• Art has the power to create change by engaging with the issues of our time.
• We must be a civic and community hub for open conversation and artistic expression.
• Embracing diverse perspectives benefits everyone.
• As a non-collecting institution, we must evolve and take risks.
• Supporting artists, and making them accessible to our communities, drives empathy, creativity, and critical thinking.

Learn more at www.cincycac.org.