

**THE INSTITUTE OF CONTEMPORARY ART/BOSTON**  
**Part Time Internship Position (Temp)**

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<b>Position Title:</b>	Curatorial Intern
<b>Department:</b>	Curatorial
<b>Reports to:</b>	Assistant Curator
<b>Position Status:</b>	Part Time, Hourly Non-Exempt, At Will (temporary)
<b>Work Schedule:</b>	15 hours per week
<b>Number of Positions:</b>	Two internship opportunities are available, one intern per term Fall: Sep–Nov 2023 and Spring: Feb–Apr 2024

**ICA/Boston Curatorial Internships 2023 – 2024:** The Institute of Contemporary Art seeks two enthusiastic and organized Curatorial Interns to join the Curatorial team during the 2023–2024 academic year. The program commitment is 2 days per week for 8 weeks for either term.

**Overview:** Under direct supervision of the Assistant Curator, the Curatorial Intern has the opportunity to learn about the work of contemporary artists and museums. The primary focus of the Curatorial Internship will be on the curatorial department's permanent collection. The Curatorial Intern will help to build the ICA's digital object files related to permanent collection works. These tasks include carrying out independent, targeted research on artists in the permanent collection and supporting external inquiries to the permanent collection and museum's exhibition history. In the process of conducting this research, important information about each object in the collection—including exhibition history, installation plans, and materials would be added to TMS, the ICA's database management software. This aspect of the internship would include ongoing conversation and guidance from curators in the department regarding hierarchies of information, research methods, and potential contact with galleries, estates, and artist's studios. The internship may also include research on current and future exhibitions and administrative duties for the curatorial department. As an ICA intern, the individual is expected to contribute to a culture of collaboration, community, and respect and centers the work of Diversity, Equity, Accessibility, Inclusion, and Belonging in all areas of their work.

The Curatorial Intern should possess good research skills, meticulous organization, and curiosity about contemporary art and artists. They should be able to input information carefully into a database and be familiar with online and library research resources and portals. The work will be completed independently and in partnership with a team.

**WORKING AT THE ICA:**

1. All ICA employees are required to reside in Massachusetts and within a reasonable commuting distance from our Seaport location as of their first day of work.
2. The ICA offers the flexibility of a hybrid schedule for employees who are eligible to work remotely (at manager discretion and subject to change).
  - Due to the nature of the intern position, a consistent hybrid work week may not be possible.

**Responsibilities:**

- Conduct independent research on artworks and artists in the ICA's permanent collection;
- Support external inquiries related to the archives and scholarship on the ICA's permanent collection and exhibition history; and
- Other projects, including research support for current and future ICA exhibitions, as assigned.

**Qualifications:**

- Precise attention to detail and ability to manage deadlines and multiple responsibilities simultaneously;
- Excellent writing, editing, analytical, and communication skills;
- Collaborative attitude, tact, and discretion managing sensitive information;
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher);
- Must be able to work independently, collaboratively, and flexibly in a professional environment;
- Interest and enthusiasm for the arts, the ICA's mission, and the curatorial field;
- Commitment to values of diversity, equity, accessibility, inclusion, and belonging (DEAIB);
- Ability to work collegially, professionally and collaboratively with a diverse group of constituents including staff, visitors and vendors;
- Must be available to work 15 hours per week for 8 consecutive weeks in either the Fall or Spring term. Availability to work onsite is preferred; and
- Must be authorized to work in the US.

**Physical Requirements:**

- Prolonged periods of remaining stationary and working on a computer;
- Possess mobility to work in an office setting and use office equipment;
- Ability to see, listen, and talk for extended periods in person, over the telephone, and computer and understand printed materials;
- Must be able to lift up to 15 pounds at a time; and
- Must be able to exchange accurate information with members, staff, and other constituents.

This is not necessarily an all-inclusive list of position-related responsibilities, duties, skills, efforts, requirements or working conditions. While the above is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**Rate: \$18.00 per hour**

Interested candidates should send a resume and letter of interest to [jobs@icaboston.org](mailto:jobs@icaboston.org). When applying, please include "Curatorial Intern Fall" or "Curatorial Intern Spring" in the subject line.

The ICA is located at 25 Harbor Shore Drive, Boston, and is accessible by public transportation Red and Silver Line.

**Other Locations:**

Seaport Studio  
100 Pier 4 Blvd, Second Floor  
Boston, MA 02210

ICA Watershed  
256 Marginal Street  
Boston, MA 02128

The ICA is dedicated to building a culturally diverse and pluralistic workforce committed to working in a multicultural environment. Qualified candidates from groups historically underrepresented in the museum professions are strongly encouraged to apply.

The ICA is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace. We are an EOE/AA employer dedicated to fair and inclusive employment practices for all individuals. The ICA is committed to providing access and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact HR-EOE@icaboston.org or 617-478-3171.