



## INTERNSHIP INFORMATION 2008-2009

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Thank you for your interest in The Institute of Contemporary Art's Internship Program. ICA interns bring a variety of skills and talents, are an invaluable support to the staff, and learn a great deal about how an art museum runs by working one-on-one with dedicated professionals. Here is some information about our organization and how you can be a part of it:

### **History**

Founded in 1936 as The Boston Museum of Modern Art, the museum was conceived as a laboratory where innovative approaches to art could be championed. In pursuit of this mission, in its early days, the museum established its reputation for identifying important new artists and changed its name a final time to become the Institute of Contemporary Art in 1948.

For more than a half century, the ICA has presented contemporary art in all media—visual arts, film and video, performance and literature—and created educational programs that encourage an appreciation for contemporary culture. As the ICA's reputation grew around the nation, it paved the way for institutes and museums of “contemporary art” as well as artists' spaces and alternative venues. In particular, the ICA led the field in its pioneering support of video art and new media. At the close of the 1990s, several innovative programs strengthened the ICA's public role, including the teen filmmaking program Fast Forward, where participants become the producers of their own documentaries, and ICA/Vita Brevis, whose temporary installations throughout public spaces in Boston draw critical and popular acclaim.

In 1999, the city of Boston selected the ICA as the recipient of a site on the waterfront for a new museum that would be the cultural cornerstone of the Fan Pier development. The ICA received the land based both on the critical need for more space to present increasingly popular programming and exhibitions and because of its potential to draw visitors to the waterfront year-round.

The opportunity enabled the ICA to envision a new home with expanded exhibition space, new programming and a permanent collection—all housed within a progressive architectural statement that mirrors the museum's foresight and risk-taking as a leading contemporary art venue.

In 2001, after a rigorous, year-long selection process, the ICA selected Diller Scofidio + Renfro as the architects of the new museum. Their passion and interdisciplinary practice incorporating architecture, performance, and media best reflected the mission of the ICA.

The design for the new ICA was unveiled in 2002 to great critical acclaim. It was included in NEXT: The Future of Architecture, at the 8th Annual International Architecture Exhibition at the Venice Biennale, and a retrospective of the architects' work at the Whitney Museum of American Art in 2003. In September of 2004, the ICA broke ground on Fan Pier for the first new art museum built in Boston in nearly one hundred years and the first building by Diller Scofidio + Renfro to be built in the United States. In December of 2006, the ICA officially opened to local, national, and international acclaim.

### **ICA Departments**

The administration of the ICA is divided into five departments: Curatorial/Registrar, Director's Office, External Relations/Development, Finance and Operations and Public Programs. While interns are assigned to one department and supervisor, there is often a good amount of interdepartmental collaboration. Intern needs depend on current projects, but the departments seeking interns most often include:

### ***Archives/Registrar***

Responsibilities would include working with Registrar/Assistant Curator to help with the ongoing process of reorganizing the ICA archives: involvement in establishing a system of filing archival history, video, posters, and performance art; maintaining current files; aiding Registrar with research, loan assignments; and serving as a liaison between staff and archives.

### ***Curatorial***

Intern to assist curators with exhibition organization, including researching contemporary artists, handling loan forms, aiding with the installation of exhibits, and general clerical assistance. An art history student with excellent writing skills preferred. Typing, word processing skills and knowledge of a foreign language a plus.

### ***Development***

Intern to assist with all aspects of the ICA's development and fundraising, including grant proposals, membership and special events. Emphasis on clerical work. Seeking a student with interest in museum management and attentiveness to detail.

### ***Education***

The Education department is responsible for designing and implementing programs and materials that interpret the ICA's exhibitions and connect adult and youth audiences to contemporary art and artists. Intern assists education staff in administering programs and with general clerical duties. Seeking a student with strong organizational skills and an interest in art history and/or arts education.

### ***Marketing/Public Relations***

Intern to assist with public relations and promotions for all ICA programs. Responsibilities include assisting with interdepartmental projects—press relations, marketing, production of newsletter, advertising and community outreach. Also responsible for dispersal of press releases and printed matter to television, radio, and print media. Seeking a liberal arts, communications, or fine arts student with attentiveness to detail, willingness to take initiative, strong writing ability and interest in the arts preferred.

## **Internship FAQs**

### ***What would I be doing as an ICA Intern?***

Typical intern responsibilities include: research projects, building databases, assisting with mailings, assisting at opening receptions, working on special events such as the ICA's annual benefit gala, and general office support. While the tasks are not often glamorous, the services that interns provide are essential to carrying out the museum's mission: to bring exemplary contemporary art, in all its forms, to Boston audiences. Internships also allow people interested in the museum or non-profit field to see how the organization functions and to build relationships with knowledgeable and experienced museum professionals.

### ***What are the requirements of an ICA Internship?***

ICA staff relies heavily on interns for their assistance; as such, it is essential that interns approach their responsibilities with commitment and professionalism. Each intern will be expected to arrive on time, notify their supervisors if absent or tardy, and give two weeks notice prior to the end of the internship period.



**INTERNSHIP APPLICATION 2008-2009**

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**Candidate Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
  
Permanent Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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**Education**

College/University: \_\_\_\_\_ Major: \_\_\_\_\_  
Date of Graduation: \_\_\_\_\_ Minor: \_\_\_\_\_  
  
Graduate School: \_\_\_\_\_ Course/Major: \_\_\_\_\_  
Date of Graduation: \_\_\_\_\_ Thesis Topic: \_\_\_\_\_

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Internship Period Applying for (please select at least one):

- Fall (September 30 – December 15)
- Spring (January 30 – May 15)
- Summer (May 30 – August 15)

Dates Available for Internship From: \_\_\_\_\_ To: \_\_\_\_\_

Hours and days of the week available: \_\_\_\_\_

How did you hear about the ICA Internship Program? \_\_\_\_\_

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**Areas of Interest**

Please check the department(s) you prefer for an internship. If you are interested in applying for more than one department, please rank in order of preference for placement (with 1 being the department that interests you most).

\*Not all departments will offer internships each internship period. Please refer to the ICA website for the latest openings.\*

- Archives/Registrar       Curatorial       Development/Fundraising
- Director's Office       Education       Finance/Operations
- Information Technology       Human Resources       Marketing/Communications
- Programs       Retail       Special Events

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## Application Guidelines

Please complete this application and submit it along with the following materials to the email address below by the appropriate deadline date:

- current resume detailing relevant coursework to the internship and work experience.
- full contact details for two academic and/or professional references
- essay describing why you are interested in museum work, why you would like to intern at the ICA with reference to your area of interest selected above, and what your career and academic goals are
- one letter of academic reference (please e-mail the letter directly to [internships@icaboston.org](mailto:internships@icaboston.org))

Purvi Patwari Beck  
Human Resources Manager  
ICA Internship Program  
The Institute of Contemporary Art/Boston  
100 Northern Avenue  
Boston, MA 02210

via e-mail to [internships@icaboston.org](mailto:internships@icaboston.org) with **ICA Internship Program- [your department of preference]** in the subject line