

**Position:** Cheteyan Scholar

**Term:** Three (3) months / Summer – June to August 2022

**Classification:** Paid, Full Time, non-exempt

**Reports to:** Director of Exhibitions and Programs / Associate Director

**Hours:**

- Average work week is 40 hours
- Work schedule is Tuesday - Saturday 9-5 pm

### **Program Summary**

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To foster growth and support professional development of emerging arts professionals, Contemporary Craft (CC) maintains the Judy Cheteyan Scholarship Fund, providing the opportunity for an annual paid summer scholarship. The scholarship provides a college or graduate student with the opportunity to gain professional experience within a nationally known contemporary craft organization including career development, mentorship, and practical knowledge working with professional artists and arts management personnel.

The Cheteyan Scholar reports to the Director of Exhibitions and Programs/Associate Director routinely and participates in the operations and conceptual management of the exhibition program and certain aspects of the operations of other program areas at CC.

### **Essential Functions and Responsibilities**

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The internship will center on the following areas of focus and corresponding duties:

#### Exhibitions (55%)

Responsibilities will include assistance with registration, catalogue editing, preparation of text and labels and installation of *Transformation 11: Contemporary Works in Glass, the Elizabeth R. Raphael Founder's Prize* exhibition. Duties include correspondence with artists and gallery contacts; shipping, handling and on-site transportation of all objects using museum-approved procedures; work with exhibition staff on the creation/implementation of well-designed gallery installation; development of exhibition sales plan and client cultivation; assist with implementation of marketing strategies to promote the exhibit regionally and nationally; assist with other projects as assigned.

#### Traveling Exhibition Program (5%)

The reach of CC's exhibitions is extended to a broad national audience through CC's traveling exhibition program. The Cheteyan Scholar will provide administrative and marketing support for the traveling exhibition program including aspects of marketing, client relations and development of traveling exhibition materials for *Food Justice*.

#### The Store (20%)

The Store represents established and emerging regional, national and international craftsmen and offers artworks comprised of clay, fiber, glass, metal, paper and wood made by these artists for sale. The Cheteyan Scholar will assist The Store team in retail operations, artists communications and customer service.

#### The Studio (20%)

Work with the Education Manager on organization and planning for the *Polymer Extravaganza* including workshops, companion exhibition and Store feature. In addition, The Cheteyan Scholar will work with the Program Team to develop educational programs, source cases and drop-in studio affiliated with the *Transformation 11* show. Assist with weekly set up for visiting artists and weeklong workshops in the Studio.

## Qualifications

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- This scholarship is dedicated to full-time undergraduate and graduate students who are currently studying craft, art education, or arts management.
- Excellent research, writing, speaking and organizational skills
- Good verbal communication skills
- Accuracy, attention to detail and discretion
- Computer proficiency with word processing, spreadsheet and database software
- Ability to work without excessive supervision, break down large projects into small tasks, meet deadlines, multi-task

## Requirements & Working Conditions

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- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects up to 50 pounds.
- Moving about to accomplish tasks or moving from one worksite to another

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

## Compensation and Benefits

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This position is compensated at \$1,550/month.

- Discount in the Store
- Free off-site parking
- One (1) free workshop in the studios (material fees may apply)

## Selection Process

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A three-member selection committee will be composed of Judy Cheteyan, along with CC's Executive Director and the Director of Exhibitions and Programs. The granting of this scholarship will be primarily based upon academic achievement and broad participation in art-related activities. Finalists will be contacted for a Zoom interview within two weeks following the application deadline.

## Application

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All applications will be submitted through online portal and should include:

- Transcripts (official or unofficial) from all colleges or universities attended
- Resume or curriculum vitae
- One-page essay addressing interest in a career in the arts.
- Two letters of recommendation that attest to the applicant's commitment to arts management or arts education (**please e-mail directly to: [application@contemporarycraft.org](mailto:application@contemporarycraft.org)**)