

## Job Description

### INTERN

Department: Institute of Contemporary Arts (ICA) at NYU Shanghai  
Reports to: Director/Curator

Location: On-site (Shanghai)  
Expected Work Days: 3 days/week, plus occasional evenings & weekends  
Pre-tax Pay: 30 RMB/hour

### Position Summary

The Institute of Contemporary Arts (ICA) at NYU Shanghai is a non-profit kunsthalle and research center committed to the development, presentation, and exchange of diverse ideas through contemporary arts.

Founded in 2012 by New York University and East China Normal University, NYU Shanghai is China's first Sino-US research university and has one of the few university-affiliated art institutions in China to focus on contemporary art. In October 2019, the Institute of Contemporary Arts (ICA) at NYU Shanghai opened to the public with a mission and vision to emphasize experimentation, to further understand art and exhibition-making as a form of research, and to learn from artists living and working today.

This position is an opportunity for advanced undergraduate or graduate students interested in learning about the gallery and museum sector through first-hand observation and involvement. The intern provides administrative and logistical support on all ICA operations and programs. Interns will acquire a wide range of skills and knowledge associated with the programming of a university art gallery and gain experience working within both a small organization and a large institution. Interns will also have the opportunity to connect with local and global art communities, especially those who collaborate with the ICA as exhibiting artists and as program contributors. The intern reports to the director/curator, but is primarily supervised by the curatorial assistant.

The ICA offers two internship cycles:

#### 1. Biannual internship (Spring-Fall / Fall-Spring)

Biannual internships are available twice a year: from April through September and from October through March. In this long-term internship, the intern will be committed to nearly an entire cycle of exhibition preparation, installation, opening, event execution, and exhibition maintenance.

## 2. Seasonal internship (Spring / Summer / Fall)

Seasonal internships are available three times a year: January through May (Spring), from June through August (Summer), and from September through December (Fall). During this short-term internship, the intern will be involved in different exhibition programs simultaneously, e.g., the opening execution and maintenance of current exhibition and related events, while preparing for the forthcoming exhibition program.

### Responsibilities

#### Daily Operations/Administration:

- Conducting topical research (related to admin/exhibitions/events/public engagement/fundraising/development, etc.)
- Prepare & process documents, incl. reports, administrative forms, & presentations
- Source & acquire office/gallery equipment & supplies
- Organize & attend meetings, take minutes, & distribute minutes
- Collating and organizing documents
- Maintaining archives and databases
- Collect & organize program data (e.g., visitor counts, project assessments, etc.)
- Managing student workers

#### Exhibitions:

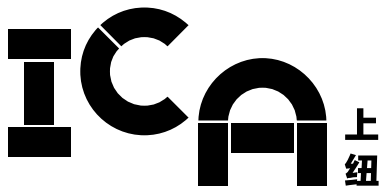
- Research and procure exhibition-related materials & services
- Assist with translating & proofreading of mediation materials
- Gallery monitoring, opening & closing protocols
- Guest/visitors reception
- Assist with installation and deinstallation, exhibition maintenance
- Manage exhibition documentation, publishing, & archiving
- Assist in post-exhibition evaluation and assessment (attendance data collection and analysis, feedback collection and analysis) and reporting

#### Public Programs & Events Assistance:

- Assist with event coordination & planning: date/time/room coordination, room booking, IT/Facilities/Public Safety coordination, RSVP list management
- Manage event documentation, publishing, & archiving
- Event documentation transcription, translation, copyediting, subtitling, & video editing
- Staging/Hosting: setup & breakdown, guest assistance (printing, check coats/bags, drinks/food, etc.), equipment loans

#### Communications, Publicity & Marketing:

- Assist in drafting, translating, editing, & publishing publicity and marketing materials for print, websites, newsletters, and social media channels



- Assist in editing, transcribing, and translating photo/video documentation
- Assist in designing publicity and marketing materials

Other:

- Occasional shifts in evenings and weekends (events support)
- Additional duties as needed

Qualifications

- Current college or graduate school students
- Excellent verbal and written communication skills in English and Mandarin
- Ability to work proactively, independently, and collaboratively
- Patience and attention to details
- Maintain confidentiality and handle sensitive information with discretion
- Interest in contemporary visual art, architecture, design, and performance, etc. is a plus
- Familiarity with Adobe After Effects and Adobe Premiere Pro a plus
- Experience with photo and video documentation and editing a plus

HOW TO APPLY

Interested applicants should submit a cover letter, resume, an English writing sample, and a Chinese writing sample (one-page each, art-related, ideally academic or critical writing) to [yb958@nyu.edu](mailto:yb958@nyu.edu).

Please indicate which internship program you are applying to in the subject line of your email, e.g., “Biannual internship (Spring-Fall / Fall-Spring)” or “Seasonal internship (Spring / Summer / Fall)”.

Applications are reviewed on a rolling basis.