

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 assistant curator.

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:

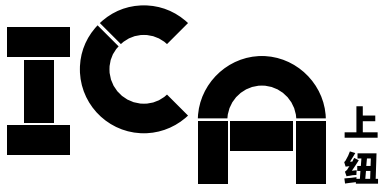
- Assist in drafting, translating, editing, & publishing publicity and marketing materials for print, websites, newsletters, and social media channels
- Assist in editing, transcribing, and translating photo/video documentation
- Assist in designing publicity and marketing materials

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
- Patience and attention to details
- Ability to work proactively, independently, and collaboratively



- Maintain confidentiality and handle sensitive information with discretion
- Familiarity with SketchUp, Photoshop, Adobe Illustrator and Adobe InDesign is a plus
- Experience with video documentation and editing is a plus
- Familiarity with Chicago Manual of Style is a plus
- Ability to work some evenings and weekends for special events and as needed
- Able to work onsite (in Shanghai)

HOW TO APPLY

For specific internship application details, please refer to ICA's official WeChat account (search “上纽 ICA” on WeChat). All recruitment announcements will be posted on this platform. We appreciate your interest and welcome your continued attention. Stay tuned for updates!