



CURATORIAL INTERNSHIP JOB DESCRIPTION

To apply, please submit a resume and letter of interest to carolyn@theopac.org by Jan. 5th

Our mission: To foster and serve our community through inclusive programming, cultural and artistic exchange, and developing people-centered spaces.

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Carolyn Merino Mullin

Title: Curatorial Intern

Reports to: Executive Director

Status: Paid Internship at \$19/hr

Time: Approximately 100 hours (flexible scheduling), January - May 2024

About OPAC

OPAC, the Oxnard Performing Arts Center Corporation, was established in 1998 as the nonprofit arm of the Oxnard Performing Arts & Convention Center. We provide cultural and community programming by supporting, producing and presenting theater, dance, music, media/visual arts, residencies, and outside-the-box programs that are of, by and for Oxnard.

Position Summary

The Curatorial Intern will be an integral part of the planning and execution of exhibitions at OPAC's Gallery at The Mexican Consulate and the rotating displays at the Oxnard Community Center. The Curatorial Intern will assist the Guest Curators and Director with research and development of current and upcoming exhibitions.

Position Requirements:

- Currently enrolled or recently graduated from a college or university program in art, art history, museum studies, curatorial practices or a related field or equivalent experience
- Ability To Commit 20 Hours Minimum A Month
- Computer proficiency
- Exceptional artistic judgment
- Dedicated team player with strong leadership skills and independent, creative attitude

Essential Job Functions:

- Opportunity to collaborate with staff and the guest curators on exhibition planning and public programming (opening reception, gallery talks)
- Compiles information and materials about the artists involved in the exhibits, and gathers support materials for the exhibit and catalog
- Assists with preparing and installing exhibitions, creating labels, and other tasks.
- Opportunity to curate 1 show at the Performing Arts Center
- Undertakes other assignments as designated by the Director
- Physical Demands and Work Environment:
- Mobility and sensory capability required for the care of the artwork, computer utilization, telephone access and communication, communication one-on-one and in meetings.

OPAC is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any bias including race, color, age, sex, sexual orientation, religion, disability or national origin. OPAC reserves the right to modify or change this job description as business needs dictate.