



NORTHERN CLAY CENTER

Position: *American Pottery Festival* (APF) Intern
Reports to: Sales Gallery Manager
Hours: 10 - 20 hours per week, 40 hours during week of event
Dates: August 8 - August 31: 10 - 20 hours/week
September 1 - 9: 30 - 40 hours the week of APF (mostly all hours between Sept 1 - 4)
September 6 - 9: 10 - 20 hours
September 12 - 16: hours TBD

This is a one-time, short-term, unpaid internship.

Description

Northern Clay Center is seeking an intern to assist with our annual *American Pottery Festival*. This position requires a time commitment of 10 - 20 hours weekly, with increased hours during the event week. An internship with Northern Clay Center provides students or recent graduates with valuable experience in arts administration, exhibition installation, and retail business practices. This position will help you develop strong connections with the local arts community and professional artists in the field. It will also provide an opportunity to learn about the best practices and behind-the-scene details of gallery operation and special events.

Responsibilities

- August 8 - September 16
 - Training on non-profit, artist administration processes and procedures
 - Inventory intake, preparing upload sheets in Excel, inventory database system
- August 22, 9:30 am
 - Attend all staff meeting for APF, #1 of 2
- August 29, 9:30 am
 - Attend sales gallery meeting for APF, #2 of 2
- August 29 - September 1
 - Help finalize exhibition installation, prep for opening
- September 2 - 4
 - Help staff the event, attend workshops, meet and assist visiting artists
- September 6 - 16
 - Learn how inventory transfers from exhibitions to sales gallery
 - Assist with de-inventory and shipping during the changeover of the exhibition
 - Assist with exhibition installation



Additional Information

The *American Pottery Festival* is both NCC's annual fundraiser and an invitational exhibition featuring the work of esteemed potters from across the United States.

The process leading up to this event includes inventory and tracking over 1800 pots. This internship requires someone with great attention to detail and a technical understanding of ceramics that allows them to check for flaws and handle the ceramic work. The intern must be flexible in their schedule and ability to work in different circumstances with various NCC constituents; they must be able to work alone after being given clear direction and have the confidence to ask for clarification when needed. They must also possess sensitivity to the environment and workspace at NCC. The intern will work alongside other employees or in makeshift workspaces.

Application Process

Please use the Google Form found here

(<https://forms.gle/ULNWrg6bEqnNJe7E9>) to submit your application. If possible, please submit your documents as a single PDF file.

Your application should include:

- A letter of interest describing your qualifications for the position and how you will benefit from volunteering at NCC
- A simple resume (not more than 1 page) outlining your experience
- Contact information for 2 references who can speak to your interest and/or work ethic

If you have trouble with the Google Form, you can email your application to Rachel Nusbaum at rachelnusbaum@northernclaycenter.org, or mail it to: Northern Clay Center, Attn: Rachel Nusbaum, 2424 Franklin Ave E, Minneapolis, MN 55406.