Octagon Center for the Arts
Exhibits Intern

Assist the Octagon Center for the Arts’ Exhibits Manager with inventorying, cataloging, organizing, and digitizing the collections. Providing a supporting role planning, publicizing, and installing the exhibitions.

Internship Requirements
- Display responsibility and time management by arriving on time and dressed appropriately
- Use interpersonal skills to maintain a professional, respectful work environment
- Assist with inventorying the current collection
- Enter collection object information into software
- Scan and catalog collection supporting documentation
- Assist in creating press releases, exhibit labels, and promotional material for exhibits
- Assist in installing exhibitions
- Assist in packaging and shipping works from outgoing exhibits

Learning Goals
- Learning standard cataloging and archiving methods
- On hands experience working with collections
- Learning standards of care and installation guidelines for works of art
- Curatorial experience designing an exhibition and supporting materials

Positions and Compensation:
- One position for fall
- May be used to fulfill internship credit requirements.

Contact
Kristen Greteman, Exhibits Director
Octagon Center for the Arts
427 Douglas Ave
Ames, Iowa 50010
exhibits@octagonarts.org

About the Octagon Center for the Arts
The Octagon Center for the Arts is a not-for-profit 501(c)-3 organization located in the heart of downtown Ames, Iowa. For more than fifty years, the Octagon has steadfastly worked to make the arts more accessible to the general public. We enhance people's lives by encouraging individual creativity, spirit, and potential. The Octagon continues to contribute to the quality of life and economic growth of the Ames community by making it a more livable and prosperous place. The Octagon serves more than 30,000 people annually through art classes and outreach programs, rotating exhibits, the retail Gallery Shop, and special events such as the Octagon Art Festival. For more information, please visit www.octagonarts.org.
MU Permanent Collection Mission Statement

The Permanent Art Collection at the Iowa State University Memorial Union consists of works of art that are significant to the Iowa State University and Ames communities. The Memorial Union provides the community with the opportunity to view and experience a diverse variety of works of art created by local, regional, national, and international artists. In its acquisitions, the Memorial Union places an emphasis on artists and works of art with a connection to Iowa State University – students, faculty, alumni, and professional artists working in the state of Iowa. The Memorial Union will strive to enhance the atmosphere of the building by exhibiting the works of art in non-traditional settings such as meeting rooms, conference rooms, and hallways.

Requirements

- Installation and de-installation of rotating art exhibits in three spaces including the Gallery, Pioneer Room and Multicultural Center
- Semi-permanent installation of artwork throughout the MU. This artwork in installed with security hanging devices
- Matting, framing and repair of artwork in the art collections
- Art collection research
- Addition of permanent collection records into the Museum Systems Database
- Photograph artwork

Best Candidates Have:

- Experience handling artwork of various media
- An interest in art exhibition management and learning the art installation process
- The ability to describe, analyze, interpret and evaluate artwork
- Self-motivation and an attention to detail
- Excellent customer service skills
- Embraced the diverse campus community

Positions and Compensation:

- Two positions from mid-May to the beginning of August, 2018
- Minimum of 12 hours per week
- $750 stipend paid half on June 30 and half on July 31
- May be used to fulfill internship credit requirements

Contact
Letitia Kenemer, Fine Arts Coordinator
Iowa State Memorial Union
2229 Lincoln Way, Room 1560
Ames, IA 50014
letitia@iastate.edu
Iowa State Memorial Union
Exhibit Staff

Art Exhibits Statement of Purpose
The Art Exhibits Program of the Iowa State University Memorial Union seeks to provide all users of the Memorial Union, including the University community and the Ames community, the opportunity to view and experience a wide variety of art which represents local, regional, and national interests. The Art Exhibits Program will provide opportunity for ISU students and area artists to further develop their professional goals through the exhibit of their creative work. In addition, the exhibit program will provide an opportunity for collaborative programming with other campus organizations and events. The exhibits presented at the Iowa State Memorial Union will reflect the cultural and ideological diversity found within the Iowa State University community.

Duties and Responsibilities Include
- Installation and de-installation of rotating art exhibits in three spaces including the Gallery, Pioneer Room and Multicultural Center
- Promotion of student juried art exhibits and Focus Grants
- Active membership in the Focus Grant Committee
- Working collaboratively to create an art installations that are meaningful and present the artist’s work in the best way possible
- Assisting with other art events and activities at the Memorial Union as needed
- Regular meetings with the Fine Arts Coordinator

Best Candidates Have
- Experience handling artwork of various media
- Interest in art exhibition management and learning the art installation process
- The ability to describe, analyze, interpret and evaluate artwork
- Excellent customer service skills
- Embraced the diverse campus community

Time Commitment:
- 2 – 15 hours per week. (Hours vary weekly based on installation dates)

Positions and Compensation
- 2-3 positions for Fall 2018
- Hourly wage of $8.00
- May be used to fulfill internship credit requirements.

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Smithsonian Traveling Exhibit
Internship

The Smithsonian’s “Hometown Teams” traveling exhibition examines the many roles that sports play in American society. This exhibit will be held in the Ames Main Street Cultural District with the main exhibit at The Octagon Center for the Arts September 29 – November 11, 2018. The Ames Public Library, Design on Main and Historical Society will host related exhibits during this time.

Duties & Responsibilities Include
- Monthly committee meeting attendance
- Assistance with installation of exhibit at The Octagon Center the week of September 24, 2018
- Assistance with recruiting docents and volunteers
- Assistance with docent trainings in early October
- Leading tours as a docent
- Gallery attendant at Octagon Center for the Arts 10 hours per week through duration of exhibit
- Assistance at reception and Douglas Tailgate event on October 4
- Assistance with taking down and packing the show for the next location November 12

Best Candidates Have
- Confidence with public speaking and ability to engage diverse audiences
- Strong organizational skills
- Excellent time management
- The ability to describe, analyze, interpret and evaluate facets of the exhibit
- Self-motivation and an attention to detail

Positions and Compensation
- Four positions
- Needed mid-May to mid-November, 2018, with the bulk of the hours beginning in the fall
- Stipend available
- Internships may be applied toward college credit if desired.

Contacts
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