

# CONTEMPORARY CRAFTS MUSEUM & GALLERY

A non-profit museum presenting, preserving and promoting fine craft since 1937

## Internship Guidelines

### Mission

Contemporary Crafts Museum & Gallery (CCMG) is a 501(c) 3 nonprofit organization that enriches the community by presenting excellence and innovation in fine craft through exhibitions, educational programs and a museum collection.

### Description

CCMG is a dynamic arts organization that offers interns the opportunity to work closely with programs, administration and marketing in order to gain a working knowledge of a busy and successful non-profit arts organization. Interns develop a wide range of organizational and administrative skills. Internships are focused toward the area of interest of the application, including but not limited to exhibitions, education, arts administration and marketing.

### Qualifications

Qualifications vary for each internship position. Preference is given to those who demonstrate the following qualities and experiences:

- Excellent written and oral skills
- Background in the arts preferred
- Ability to work independently and with minimal supervision
- Interpersonal skills and ability to deal with public
- Organized, methodical work habits and attention to detail
- Ability to work creatively and with limited resources
- Basic working knowledge of computers, including Word and Excel

### Hours & Compensation

Flexible part-time hours, but a minimum commitment of 18-24 hours per week is required. This is an unpaid position. College credit may be available. Interns will have access to all CCMG programs and services.

### Dates

Summer Internships

June – August

Applications due: April 15

Fall Internships

September – December

Applications due: July 1

Winter/Spring Internships

January – May

Applications due: December 1

### To Apply

Send a resume and letter of interest specifying your area of interest (see project descriptions on page 2) to: Contemporary Crafts Museum & Gallery | Internships | Attn: Katherine Bovee  
3934 SW Corbett Avenue | Portland, Oregon 97239

For questions, please contact Katherine Bovee, Visual Media Coordinator,  
at 503.223.2654 x231 or [kbovee@contemporarycrafts.org](mailto:kbovee@contemporarycrafts.org).

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