

# Open Engagement

## Open Engagement 2016 Internship Program

Open Engagement (OE) is an annual, three-day conference dedicated to expanding the dialogue around and creating a site of care for the field of socially engaged art. Founded in 2007, OE has evolved into an unparalleled hub for practitioners and audiences of socially engaged art to assemble. The conference highlights the work of transdisciplinary artists, activists, students, scholars, community members, and organizations. OE has presented seven conferences in two countries and four cities, hosting over 1,100 presenters and over 4,000 attendees.

Open Engagement 2016 — POWER will take place April 29 - May 1, 2016 at the Oakland Museum of California (OMCA) and additional sites throughout the Bay Area. The conference theme will be guided by the curatorial vision of René de Guzman and feature keynote speakers Angela Davis and Suzanne Lacy. OE works to honor multiple ways of engaging in dialogue and to build up the community surrounding socially engaged art as a site that supports multiple forms of knowledge and encourages non-traditional conference forms.

Join our team as an intern! Internships are available with focuses in Programming, Administration & Communications, and Curatorial. Interns will work closely with our small core team to execute OE 2016. Interns can be located anywhere in the United States; residents of the Bay Area are particularly encouraged to apply. All interns are expected to demonstrate an appreciation for and understanding of Socially Engaged Art. OE internships are unpaid, but we are happy to work with your educational institution to arrange for course credit.

Interns must be highly organized, reliable, detail-oriented, and possess excellent written and oral communication and strong interpersonal skills. Must be comfortable working with Apple and PC computers; Google Drive applications; social media; Microsoft Word, Excel, and PowerPoint and basic internet research skills.

**To Apply:** Email OE Assistant Director Kerri-Lynn Reeves at [openengagement@gmail.com](mailto:openengagement@gmail.com) with resume and cover letter, indicating which position is being applied for and using subject line "OE 2016 Intern Application."

**Deadline:** September 14th, 2015

**Dates:** September, 2015 - May, 2016. Start date ~ September 18th, 2015. Conference happens April 29 - May 1, 2016.

**Hours:** Flexible; expect around 5 hours a week, with increased hours during certain planning periods, such as proposal selection and presenter notification (December - January), and the weeks before and week after the conference.

**Oversight:** OE Assistant Director, Kerri-Lynn Reeves, will oversee the Intern Program and will be the main contact regarding Intern matters, and can be reached at [openengagement@gmail.com](mailto:openengagement@gmail.com)

## **Core Intern Positions**

### **Programming Intern**

The Programming Intern will work closely with the OE assistant directors to assist with OE general programming. This position will focus on the organization of the logistical side of the core programming, which includes presentations, discussions, roundtables, panels, and workshops. This programming addresses the year's theme of POWER, and/or pressing matters in the support, funding, and dissemination of socially engaged art practices. This intern will be the main point of contact and main organizational programmer for the Open Platform line of programming. The Programming Intern will also assist Assistant Director, Kerri-Lynn Reeves, as needed, to help work with OE presenters, the schedule, and deal with other programming logistics. This intern will be given the opportunity to participate in the selection committee proposal review process to help shape the programming of the conference. This Intern will also work on the ground during the conference to oversee the Open Platform programming, giving them the opportunity to see OE programming in action. Additional duties and projects may come up as conference develops throughout the year.

### **Administrative & Communications Intern**

The Administrative & Communications Intern will be responsible for assisting with internal organization and external communications for Open Engagement 2016. This includes helping to manage content for the OE website (Wordpress), developing and editing press materials for print and web platforms (including MailChimp), updating and distributing internal documents, assisting in the organization of program selection from our open call for proposals, and managing online registration for the conference. This Intern will be given the opportunity to participate in the selection committee proposal review process to help organize the materials and to record the decisions made during meetings. This person is expected to be on-site for the duration of the conference (April 29 - May 1, 2016), as well as days before and after. During the conference this person will be responsible for the oversight and execution of the Registration Table, the conference's primary information hub. Additional duties and projects may come up as conference develops throughout the year.

### **Curatorial Intern**

The Curatorial Intern will work closely with the OE assistant directors to assist with OE special programming. This position will focus on the organization of the curatorial side of special programming, such as special projects, which could include installations, workshops, events, performances, services, publications, and collections that engage OE participants in some form. This area of programming will address the year's theme of POWER. The intern will work with the artists to help prepare for the conference weekend and work with the OE team to schedule, locate, and administrate this line of programming. The Curatorial Intern may be asked to assist the guest curator, as needed, to help flesh out and enact the curatorial position as put forth by the curator. This Intern will be given the opportunity to participate in the selection committee proposal review process to help shape the programming of the conference. The Intern will also work on the ground during the conference to oversee the special projects, giving them the opportunity to see OE programming in action. Additional duties and projects may come up as conference develops throughout the year.

## Duties and Responsibilities

### **OE Interns agree to:**

- attend an initial Intern Orientation meeting (to be attended online with Kerri-Lynn)
- work as a full and integral part of the OE team
- attend in a participatory manner all monthly OE Team meetings (to be attended online)
- attend in an observational manner monthly meetings with OE and host partner OMCA (as needed; to be attended online)
- be present and available for the full three days of the conference, April 29th - May 1st as well as the week leading up to and the week following the conference on a flexible basis
- maintain regular communication with OE Assistant Directors
- be in contact with other OE team members, as needed
- fulfill the requirements of the intern's home institution, if applicable

**Note:** Along with access to all OE 2016 programming, all OE interns will be given the opportunity to attend the Master Class with one of the keynotes, on the Monday after the conference. The Master Class is provided for all OE participants and contributors as a thank you.

### **OE Team Members agree to:**

- provide a comprehensive overview of the history, mandate, mission, goals, structures, and working methods of OE
- work with Interns as full and equal members of the team
- provide the information and guidance necessary to be successful at the tasks assigned
- provide the necessary introductions to the appropriate people
- be clear about the tasks to be completed, as well as a timeline of these work duties
- give appropriate feedback in a timely and professional manner
- work with the intern to create a meaningful working experience
- assist the intern in meeting the credit requirements as set up by their host institution