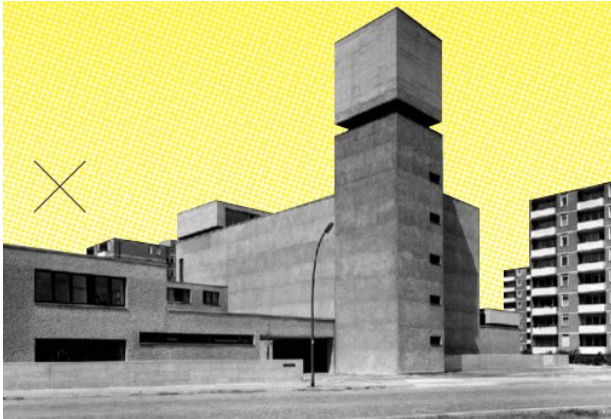


# PRAXES



## **PRAXES Center for Contemporary Art**

Alexandrinenstrasse 118-121

10969 Berlin

info@praxes.de | [www.praxes.de](http://www.praxes.de)

DEADLINE MAY 21, 2013

To apply, please submit a resume and cover letter stating interest, start date and availability to Kristine Siegel, [ksiegel@praxes.de](mailto:ksiegel@praxes.de).

## **Curatorial Internship at PRAXES Center for Contemporary Art, Berlin**

PRAXES is looking for a curatorial intern to assist in the production and installation of exhibitions, development of publications; conduct curatorial research, and assist with the planning of current and upcoming program initiatives. PRAXES is a new institution opening August 2013, making this a unique opportunity to be part of building a mid-size, international not-for-profit organization. Please see [www.praxes.de](http://www.praxes.de) for more information.

### General Tasks:

- Assist in the daily set up and maintenance of the exhibition space
- Assist with exhibition installation and production of new work for exhibitions
- Assist in the coordination of special events, such as opening receptions, public programs, performances, film screenings, panel discussions, and tours
- Assist with daily filing, research and correspondence
- Assist with publication related tasks: rights and reproduction, image editing, text and copy edits, and distribution
- Keep press and mailing lists up to date
- Make website and social media updates
- Track press and blog coverage of past, current, and upcoming exhibiting artists.
- Assist the curators and directors with general institutional visibility and community outreach

The right match for this position will be a highly motivated, intelligent individual with strong written and oral communication skills (good English skills required, German must be at least at conversational level), great organizational skills and the ability to manage time efficiently, who can handle several projects simultaneously. A professional phone manner, a sense of humor, and knowledge of contemporary art and its concepts are crucial. Computer proficiency is a must, particularly experience with Microsoft Office.

This is an unpaid internship, but can be arranged for academic credit. We require at least three days a week for a minimum three months. Hours and days are negotiable, but you will have to work either Saturdays or Sundays.

DEADLINE MAY 21, 2013. To apply, please submit a resume and cover letter stating interest, start date and availability to Kristine Siegel, [ksiegel@praxes.de](mailto:ksiegel@praxes.de).