

POSITION DESCRIPTION

Updated January, 2019



Title: **NCECA 2019 Intern**
Reports to: Director of Galleries & Events
Hours: 15 - 20 Hours/week, on a schedule to be negotiated

The NCECA intern will work closely with the Director of Galleries and Events to intake all NCECA pots, process them into existing inventory, pack them for travel to the NCECA Conference and will process inventory to be shipped back to artists or prepared for the gallery, post-conference. This internship provides a volunteer opportunity to gain experience in a fast-paced, non-profit environment and gain connections to the Minneapolis arts community as well as the greater clay community.

Description of the timeline, expectations, and opportunities:

- NCC will have roughly 2000 pots coming into inventory as supply for our gallery expo space at the conference;
- Serving as inventory specialist, this opportunity will require you to intake and manage inventory via third-party sales system (Square);
- Tasks will include sorting pottery, entering inventory in Excel, printing labels, helping to add the inventory into Square, labeling and photographing pots, and packing pots for shipping.

Qualifications:

- The candidate must be actively enrolled in or a recent graduate of a university ceramics program;
- Knowledge of Microsoft Excel and experience with or willingness to learn Square POS;
- Excellent communication, organizational skills, attention to detail;
- Experience handling finished ceramic work and communicating with artists and the general public.

Commitment to the position includes an overall obligation of 60 hours to be worked between February 11 - March 22, 2019, specific hours to be determined, which includes:

- February 11 - 22, work arrives at NCC (15 - 20 hours);
- February 25 - March 10, continue with inventory prep/packing and load *ClayToGo* van (15 - 20 hours);
- March 25 - 30, Week of NCECA! Gallery unpack and install in Minneapolis, shifts throughout the week, gallery tear down and load *ClayToGo* van (15 - 20 hours);
- April 1 - 5, unpack boxes, manage inventory reports, pack work for shipment to artists (10 - 20 hours).

Compensation:

This is a volunteer position. NCC will provide a pass for the conference. Intern is responsible for travel and lodging expenses.