NCECA 2020 Intern

Reports to: Director of Galleries & Events, and Galleries Manager
Hours: 15 – 20 Hours/week, on a schedule to be negotiated
Location: Northern Clay Center & Richmond, VA Convention Center

The NCECA intern will work closely with the Director of Galleries and Events, Tippy Maurant, and Galleries Manager, Emily Romens, 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 an 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 10 – April 3, 2020, specific hours to be determined, which includes:
- February 10 – 21, work arrives at NCC (15 – 20 hours);
- February 24 – March 9, continue with inventory prep/packing and load ClayToGo van (15 – 20 hours);
- March 22 – 29, Week of NCECA! Gallery unpack and install in Richmond, VA, shifts throughout the week, gallery tear down and load ClayToGo van (15 – 20 hours);
- March 30 – April 3, 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.