OFFICE OF ARTS AND CULTURE - PUBLIC ART INTERNSHIP

**Description:** The City of Boulder Office of Arts and Culture is seeking an intern with strong interest in public art responsible for reviewing contracts and legal agreements associated with the public art collection. The selected candidate will support the Public Art Program in the following areas: research for archived contracts and legal agreements, updates to the public art database and collection files, generate artist rights abstract, and support the public art program with other tasks as needed. The intern hired for this position will need strong research, interpersonal, and technology skills and have a high attention to detail.

**Key Responsibilities:** With support of staff from the Office of Arts and Culture

- **Contracts and/or Legal Documents Research:** Research archived contracts and/or legal agreements of nearly 400 projects in the public art collection; update program files with any applicable documents

- **Draft Contract Support:** Support staff on new contracts generated around the public art collection, including new commissions as well as conservation and maintenance agreements. (The selected candidate would not be responsible for authoring any material here.)

- **Update Public Art Database:**
  - Update and populate the collection database including but not limited to artist contact information, artist rights or agreements found in each project’s contract and/or legal agreement, and classification of either a public art or urban design project.
  - Transfer content of the 2019 Condition Survey into the public art database
  - Confirm content and/or cross-populate public art pages on boulderarts.org
  - Build content for the collection to be published on the City’s Open Data Catalogue

- **Support the public art program with other tasks as needed**

**Requirements:**

- Have an interest in art law
- Experience with Laserfiche, Microsoft Office (including Excel, Powerpoint, and Word)
- Highly organized; self-motivated; strong attention to detail
- Candidates need not be currently enrolled in college or university programs.

**Time Commitment:** 8-16 hours per week; candidates who can make a 6-month commitment preferred

**Stipend:** A stipend of $15 per hour is available, not to exceed $6,500.

If interested, please submit a cover letter outlining your interest in this internship, resume, and three references to Mandy Vink (vinkm@boulderlibrary.org) by February 13, 2020. Questions about the opportunity may also be directed to this email.