

**CURATORIAL & ARCHIVE INTERNSHIP**  
**Web Description for FY24**

**JOB DESCRIPTION**  
**Curatorial & Archive Internship**  
**The Kitchen, New York**

**ABOUT THE KITCHEN**

As one of New York City's oldest nonprofit alternative art centers (founded as an artist collective in 1971 and formalized as a 501c3 in 1973), The Kitchen is dedicated to offering emerging and established artists opportunities to create and present new work within, and across, the disciplines of dance, film, music, theater, video, visual art, and literature. Recognizing its longstanding legacy for innovation, The Kitchen remains devoted to fostering a community of artists and audiences, offering artists the opportunity to make—and for audiences to engage with—work that pushes the boundaries of artistic disciplines and strengthens meaningful dialogues between the arts and larger culture.

Among artists who have presented significant work at The Kitchen are Muhal Richard Abrams, Laurie Anderson, ANOHNI, Robert Ashley, Charles Atlas, Kevin Beasley, Beastie Boys, Gretchen Bender, Dara Birnbaum, Anthony Braxton, John Cage, Lucinda Childs, Julius Eastman, Philip Glass, Leslie Hewitt, Darius James, Joan Jonas, Bill T. Jones, Devin Kenny, Simone Leigh, Ralph Lemon, George Lewis, Robert Longo, Robert Mapplethorpe, Sarah Michelson, Tere O'Connor, Okwui Okpokwasili, Nam June Paik, Charlemagne Palestine, Sondra Perry, Vernon Reid, Arthur Russell, Cindy Sherman, Laurie Spiegel, Talking Heads, Greg Tate, Cecil Taylor, Urban Bush Women, Danh Võ, Lawrence Weiner, Anicka Yi, and many more.

**ABOUT THE POSITION**

The Curatorial & Archive Intern is a newly formed, year-long position with a 14-24 hour per week commitment. The role will last 8 months at The Kitchen working to support the Curatorial team to assist with the development of current and future programmatic seasons and long-term archive-related efforts. As one of New York City's oldest nonprofit alternative art centers, The Kitchen remains dedicated to offering emerging and established artists opportunities to create and present new work within, and across, various disciplines. The organization's avant-garde mission continues to shape experimental creativity and invest in an interwoven community of artists and audiences.

This internship offers an in-depth, research-based experience working with the Curatorial team, Archivist, and other team members across departments within the institution. Reporting directly to the Curatorial Assistant and Manager of Institutional Advancement & Special Projects, the Curatorial & Archive Intern will aid day-to-day Curatorial team operations in preparation for upcoming seasons. Primary responsibilities include assisting with short or long-term exhibition research, shadowing the production

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of various performances and programs throughout the year, and supporting the institution's celebration of artist alumni beyond our walls. In addition, the intern will also contribute to broader institutional efforts to increase accessibility of our living archive, such as supporting the execution of oral histories in partnership with our Archivist. At the core of this internship also lies an intersection with publishing projects throughout our online publication Kitchen Magazine ([link](#)) and social media platforms, where the intern is invited to propose, write, and execute one essay and/or a thematic archival highlight series.

From September through May, this intern will gain writing and research experience as they learn about the curatorial practice within one of New York's oldest arts non-profit interdisciplinary arts spaces. A key priority for this position is to provide a first-hand look at the inner-workings of "arts work" at an alternative arts institution. To help inform their next professional steps, the intern will receive mentorship from our Curatorial team and Archivist regarding the arts world at large and the variety of career pathways within it.

The candidate must be flexible to assist with interdisciplinary projects and intrigued by The Kitchen's history and program in this pivotal moment of growth and change. They will be a highly self-motivated individual with strong writing, organizational, and interpersonal communication skills, as well as a keenness toward detail and time management. A familiarity and interest in contemporary artists working in time-based media is a plus.

This is a paid, \$15/hour position with a hybrid (in-person and remote) working structure. The internship program runs from September through May, with the option to reassess their weekly schedule in January to best align with semester-based schedules or other commitments. Candidates would ideally commit to 2-3 seven-hour days per week, or some equivalent. We recommend that interns be based in the New York City area to be able to experience the full production scope of exhibitions and performances in-person (as COVID-19 safety protocols allow).

Application deadline: June 16

### **COVID Guidelines**

The health and safety of our community is of utmost priority. As such, all staff members are required to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine, including booster, as a condition of employment.

We will confirm receipt of all applications and be in touch with updates as the process progresses. No phone calls please. Please email resume and cover letter to [internships@thekitchen.org](mailto:internships@thekitchen.org) with "Curatorial & Archive Intern" in the subject line.