

MOCA VOLUNTEER PROGRAM

MOCA provides opportunities for our patrons to give back. We also offer a variety of incentives for volunteers including training and workshops, volunteer recognition and access to our many special events and programs.

Potential volunteers will meet the Education Administrator and once a fit is determined, all volunteers will participate in an orientation program.

Here are just a few examples of how you can get involved!

- Art Basel and Special Events
- Corporate Day of Service
- Docent program
- Internships

ART BASEL AND SPECIAL EVENTS

Throughout the year, MOCA offers a variety of special events and programs for our patrons and members. During Art Basel, volunteers will have the opportunity to get involved behind the scenes of Miami's largest and most prestigious art events. Those interested will be trained to represent MOCA and assist with patron services. This is a great way to network and learn more about the contemporary art world.

CORPORATE DAY OF SERVICE PROJECTS

MOCA provides the opportunity for corporate volunteers to get involved by providing day of service projects throughout the year. Projects may vary and are generally offered to groups of 8-25 people for a commitment of 5-6 hours per project which include:

Collaborative Art Projects with MOCA Art Institute
Educational and Career Development Workshops for MOCA Art Institute After-School Teen Program
Fundraising Events

DOCENTS

The docent program provides in-depth training on MOCA exhibitions, permanent collection and contemporary art. MOCA also offers public speaking and teacher training to prepare docents to provide tours and short hands-on activities for student groups. Those selected for the docent program will also have access to director tours, art talks and other special events.

Docents are selected through an interview process and must commit to 9 hours per month (approximately two 3.5 hours shifts at the museum and monthly docent meeting).

MOCA ART INSTITUTE'S INTERNSHIP PROGRAM

MOCA Art Institute's internship program is aimed at both high school and college students. The program provides insight into museum operations and also provides hands-on classroom experience and opportunities to participate in our open studio program.

Definition of "Internship"

An Internship is an opportunity to integrate career related experience into an undergraduate education by participating in planned, supervised work.

Internships include opportunities in the following:

- Development/Grantwriting
- Education
- Finance
- Patron Services
- Preparatory/Registrar
- Public Programs

- Graphic Design
- Marketing/Public Relations
- Web/Social Media
- Special Events

Characteristics of Interns:

- Contributes to the student's personal and professional development through challenging work assignments
- Is completed before the student graduates from the university although in some cases Internships can be completed the summer between the student completing the undergraduate degree and before beginning a graduate degree program
- Is planned and scheduled through consultation with the department or college so as to fit into the undergraduate experience
- Involves a supervision component that is mentoring and educational
- Includes career related experiences that complement what is learned in the classroom
- Will have a reflection and evaluation process at the conclusion of the Internship
- Builds upon the relationship the department/college/university has with employers
- Is most successful when the student, the department/college, and the employer all share responsibility in making it a valuable experience

MOCA Art Institute will also offer interns the opportunity to further their experience by providing professional development workshops in resume writing, interviewing, portfolio development and professional conduct along with visits to collections, museums and studios.

SCHOOL YEAR INTERNSHIPS

Interns are selected through an interview process must commit to 24 weeks during the school year and 10 weeks during the summer for approximately 10-16 hours per week, depending on the position. Submissions for school year internships are due no later than August 1.

SUMMER INTERNSHIPS

Over the summer, high school and college level volunteers will be recruited to assist in museum administration and summer camp assistants.

- Office Assistants
 - Assist any department that need administrative assistance
- Summer Camp Assistants
 - Assist with summer camp activities

HOW TO APPLY

Students who are interested in applying for MOCA Art Institute's Internship Program must make a formal request via email directly to the Education Administrator and submit a resume along with a letter of intent for a specific position. **No phone calls please.**

HOW TO GET INVOLVED

If you or anyone you know is interest in volunteering or becoming a docent please complete the information below and the Education Administrator will contact you directly. All potential volunteers must first meet with the Education Administrator prior to volunteering.

Internships

Students who are interested in applying for MOCA Art Institute's Internship Program must make a formal request via email directly to the Education Administrator and submit a resume along with a letter of intent for a specific position. **No phone calls please.**