



Gallery Intern Position

Ideal start date for Intern: Immediately

Hours (per week): 8 - 24

Length of Internship: Sept – Dec (one semester)

For Credit (requires 120 hours in a semester): Please specify in cover letter

Compensation: \$50/week for 10 weeks

Job Description/Intern Duties:

The Exhibitions internship is an opportunity to learn about exhibition design and related programming while providing valuable support to the Visual Arts Curator. The selected applicant will work closely with full-time staff on the presentation of artists in the Creative Alliance's two galleries. Candidates should be willing to tackle different tasks each day, both in tandem with the Visual Arts Curator, or with other full-time staff, and independently based on the needs of the project.

Ongoing responsibilities include:

- Organize information regarding exhibiting artists (biographies, images, artist statements, label information, etc.)
- Assist the full-time staff and exhibiting artists with installation and deinstallation of artwork
- Manage receptions for artists
- Act as an information liaison between the galleries and general public during selected high-profile special events

Through these activities he/she/they will assist in the creation of marketing material (press releases, show cards, information packets, etc.), web content, social media postings, and help develop related programming, such as gallery talks or workshops relating to the theme or content of each exhibition. Interns will participate in every aspect of exhibition development and design. She/he will have the opportunity to make a significant contribution to the Creative Alliance's Visual Arts Department.

Preferred Majors or Areas of Study:

Studio Art, Art History, Arts Management, Curatorial Practice, Art Education, Marketing, Communications

Special Requirements:

Candidates must have working knowledge of Office programs; knowledge of Adobe Illustrator, In-Design, and Photoshop is preferred; knowledge of social media platforms such as Instagram and Facebook; ability to perform physical labor (lift and sustain 50 lbs, accurately hammer a nail, carefully paint walls and pedestals, etc.) while closely following instructions; ability to write and edit with attention to grammar and spelling; good, conversational phone manners; self-driven, positive attitude; the intern will be expected to work some Friday and Saturday evening receptions (typically ending by 8pm).

Other Important Information:

This internship will specifically focus on exhibitions and working with artists. Clerical work, including the production of labels, database entry and research, and some marketing (getting fliers distributed and posting on different social media platforms) work is involved. Transportation is a plus, but not a requirement.

To Apply:

Send cover letter and resume to thomas@creativealliance.org