



## **Visual Arts Intern Position**

**Ideal start date for Intern:** Immediately

**Hours (per week):** 8 - 24

**Length of Internship:** Jan – May, 2019 (one semester)

**For Credit (requires 120 hours in a semester):** Please be specific in cover letter

**Compensation:** \$500 stipend

### **Job Description/Intern Duties:**

The Visual Arts Internship is an opportunity to learn about exhibition design and arts education 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 Creative Alliance's two galleries as well as resident artists, community-based artists, craftspeople, and instructors on the design, scheduling, and implementation of creative and professional workshops. Candidates should be willing to tackle different tasks each day, both in tandem with the Visual Arts Curator 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 artists with exhibition installation, deinstallation, and other events relevant to exhibition
- Act as an information liaison between the galleries and general public during selected high-profile special events
- Research and assemble information on current and potential workshop instructors
- Assist the full-time staff and instructors with workshop preparation and facilitation when necessary

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, as well as help develop related programming such as gallery talks or workshops relating to the theme or content of each exhibition. The selected intern will participate in every aspect of exhibition development and design, and gain a wealth of experience in every aspect of arts education program development. She/he/they will have the opportunity to make a significant contribution to Creative Alliance's Visual Arts Department.

### **Preferred Majors or Areas of Study:**

Arts Management, Art Education, Curatorial Practice, Studio Art, Art History, 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:**

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](mailto:thomas@creativealliance.org)