

## Gallery Intern

This candidate should be available for additional hours for show installations, exhibition receptions, and other events.

Approximately 20 – 40 hours per month (~ 60-120 hours per semester)

Ideal schedule: 1 - 2 “5 hour shifts” a week

*Though interns will gain experience in all areas of the organization, if there is particular interest in one of these areas, please indicate on your application:*

### Curatorial and Exhibitions

Examples of work include, but are not limited to the following:

- Assist with gallery prep for installation (sanding, painting, etc)
- Assist with curation of show and installation/de-installation of work
- Research regional artists and their artwork
- Assist with Artist receptions and other gallery events
- Learn how to open and close the gallery space, as well as interact with patrons
- Maintain the gallery space to pristine quality
- Assist with processing artwork sales

### Development, Grants, Fundraising, Business, & Finance

Examples of work include, but are not limited to the following:

- Research funding and grant opportunities
- Maintain office files and office organization
- Learn more about the ins and outs of nonprofit budgeting, philanthropy, and community relationship building
- Act as an ambassador for Membership

### Marketing and Public Relations

Examples of work include, but are not limited to the following:

- Draft posts for ACG's social media platforms
- Draft email newsletters using MailChimp
- Photograph ACG exhibits, events and programs
- Assist with updating ACG's website with news, events, and photos
- Assist in the concept creation, writing, editing, press releases, signage, show materials, and other promotional materials
- Assist with activities that encourage public participation and enhance community awareness

Operations, Clerical, Administrative: assist with daily operations of a nonprofit/not-for-profit organization

Special Events & Programs: assist staff with preparing, planning, hosting, and post of events, receptions, youth programs, festivals, galas, and community events.