

Gallery Intern

This candidate will work with the Development & Membership Manager, and as appropriate the Executive Director and other staff members. 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
- Maintain gallery standards
- 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
- Assist in coordination of solicitation mailings and donor campaigns
- Maintain office files and office organization
- Learn more about the ins and outs of nonprofit budgeting, philanthropy, and community relationship building
- Assist with expanding membership program

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
- Update ACG website regularly 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.