Arts Administration & Gallery Internships

INTERNSHIP OVERVIEW: Interns play a critical role in the administration and production of DiverseWork’s overall programs and events. Selected interns will be provided the opportunity to explore several areas of a non-profit arts organization by assisting staff members with projects in the office related to curatorial, gallery management, development, and administrative departments. This internship is an exciting opportunity for anyone interested in a future career as a curator, artist, or arts administrator. 2-3 interns are engaged each semester.

RESPONSIBILITIES:

- Assisting with artist research for upcoming programs and events
- Assisting with promotional and marketing tasks
- Updates to the membership database and mailings
- General administration office duties
- Assisting with gallery maintenance and preparing for evening art performances
- Events and exhibition openings
- Interns also participate in a reading group in order to get to know one another and facilitate a deeper understanding of contemporary art spaces and practices

IDEAL CANDIDATES:

- Strong background in art history, theater, dance, music, studio art, or literature
- Devoted interest in contemporary art, issues, and visual culture
- Great writing and computer-based research skills
- Ability to verbally communicate in an efficient manner
- Ability to interact with diverse populations with respect
- Excellent time management skills
- Ability to work individually and with a team
- Accountability
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Fluency in Spanish a plus

Internships are volunteer positions, last for one semester, and are competitive. Preference is given to college students seeking academic credit. Work schedule is generally two days a week, five hours a day plus occasional evening and weekend events.

To apply, email a resume AND cover letter to info@diverseworks.org

2018-19 Internship Application Deadlines

- Fall Semester (Sept – Dec): August 6, 2018
- Spring Semester (Jan – May): December 3, 2018
- Summer Semester (May – August): April 1, 2019