

BIG ARTS
Gallery Exhibits Intern
12 weeks, 10-15 hours per week (Unpaid internship, with paid tolls)

Job Summary

Learn how to put together a professional art exhibit from start to finish by assisting BIG ARTS' Associate Executive Director in Gallery Exhibits for the 2011-2012 season.

Primary Duties and Responsibilities

- Attend visual arts committee meetings, take notes, and contribute to brainstorming sessions
- Assist in creation and distribution of print materials (prospectuses, flyers, etc.) using InDesign and other design-specific software as needed
- Communicate with artists and committee chairs to plan receiving of artwork for exhibits
- Attend receiving for each exhibit, and assist as needed
- Collect information from judges and artists, including bios, headshots, and art photography as needed
- Prepare all materials for exhibit opening, including artist nametags, wall didactics, and program with catalogue of artworks
- Organize details for opening night receptions. Examples include coordinating with marketing department to ensure accuracy of press releases, and coordinating with technical staff to ensure the lighting and A/V needs are met

Additional Responsibilities

- Professionally represent BIG ARTS at all times
- Possess strong oral and written communications skills
- Proof read and edit materials for content and visual clarity
- Demonstrate computer literacy in word processing, spreadsheets, and mail merges
- Manage multiple projects at a time and meet deadlines
- Plan, organize, and coordinate tasks and projects for efficiency
- Work with shared leadership and in cross-functional teams

This description is not intended to be a complete statement of job content, rather to act as a guide to the essential functions performed. Management retains the discretion to add or change the duties of the position at any time.

To apply, please send resume, cover letter, and three references to Jessica Baxter at jbaxter@BIGARTS.org.