

Administrative Gallery Intern Job Description

Warwick Center for the Arts is a 501(c)(3) non-profit organization. The Warwick Center for the Art's core commitment is to serve as a center dedicated to uniting the community through the arts. We will connect all ages and abilities to a variety of arts activities through exhibits, educational programs, and cultural experiences. Emerging and established artists will find a unique and inviting space in which to share their creative vision with the community.

Assistance is required with the following responsibilities:

Gallery

- Preparation of gallery space & Installation of artwork
- Preparation of artist's labels and price lists
- Dismantling exhibitions
- Communication (both written and verbal) with artists
- Assure artist contracts are received timely and are accurate
- Upkeep and organization of artist files (recording sales and return of work)
- Production of price sheets for shows
- Obtaining artists statements, typing and reformatting them with our font
- Greeting guests and talking to them about the artwork
- Researching artists
- Historical research
- Other duties as assigned
- Interns are encouraged to help with Installations, Gallery Receptions, and Special Events during the course of their internship.

Administrative/Marketing

- Support for exhibits, opening receptions, educational programs, special events, and private rentals.
- Facebook: create monthly schedules, draft posts and select photos, manage daily posts.
- Events calendars: create monthly schedule, draft posts and select photos, manage the uploads
- Bulletin boards: monitor and update 3 interior and 1 exterior boards as needed.
- Warwick Beacon: create schedule for Bulletin Board listings, draft and submit weekly.
- Handouts: create designs and pdfs for camps, classes, special events, workshops as needed
- Other duties as assigned

Education

- Experience interacting with children
- Provide support for art instructors in a classroom setting for art camps (February, April and Summer) and workshops
- Patience, flexibility, and oral communications skills are important because the intern will be interacting with the instructor and children during art sessions and their parents during drop-off and pick-up periods.
- Other duties as assigned

Time Commitment:

10 -20 hours per week during business hours and/or Saturday. We offer flexible schedules to coincide with students class and work schedules. Supervision will be provided on site by WCFA Director who will monitor the intern's progress and be available for questions and directions as needed.

Reports to:

Gallery Intern is supervised by and reports to the Director

Qualifications and Skills:

- Successful candidates will have excellent written and oral communication skills, be detail-driven and organized, and be flexible and comfortable with a fast-paced working environment.
- General to advanced knowledge of word processing, spreadsheet (Excel) and graphic software (Photoshop)
- The ability to climb ladders and lift 50lbs as needed as well as making trips up and down the stairs

Interested students should send a resume and cover letter to:

Taylor Terreri (Director) – taylor@warwickcfa.org

