

1708GALLERY

A NON-PROFIT SPACE FOR NEW ART

INTERNSHIP PROGRAM

Founded as a non-profit organization in 1978, 1708 Gallery's mission is to present exceptional new art. 1708 Gallery is committed to providing opportunities for artistic innovation for emerging and established artists and to expanding the understanding and appreciation of new art for the public.

1708 Gallery offers part time and full time non-paid internship positions for credit and non-credit.

Interns receive hands-on experience and resume-building skills in all aspects of 1708 Gallery's operations, including:

- installation and de-installation of exhibitions and artist relations
- gallery openings and receptions and event planning
- educational programs, tours, and gallery sitting
- fundraising, PR, and marketing
- archival documentation projects of exhibitions/artists/gallery history
- non-profit gallery administration

Please submit the following materials:

- Completed application form
- Current resume
- Cover letter with a brief statement of interest

E-Mail your application, resume and cover letter to:

Jolene Giandomenico, Gallery Administrator - jgiandomenico@1708gallery.org

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INTERNSHIP APPLICATION

Name: _____
Address: _____
City and State: _____ Zip Code: _____
E-mail: _____
Home Phone: _____ Cell Phone: _____
College/University: _____
Freshman: _____ Sophomore: _____ Junior: _____ Senior: _____
Internship for: Credit _____ Non _____
Emergency Contact: _____ Phone: _____ Relationship: _____

How did you learn about 1708 Gallery?

APPLYING FOR: Fall ___ Spring ___ Summer ___ Year: _____

AVAILABILITY Please check which days and times you are available (*Note: these shifts are flexible*)

DAYS	AM (10 -2)	PM (1-5)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday	Interns are required to Gallery sit from 11am-4pm at least one Saturday each month of their internship. You will be asked to sign up for your Gallery sitting shifts at the start of your internship.	

Interns will also be asked to assist with First Friday receptions, exhibition openings and other special events that may occur at night or on the weekends. You will be given advance notice of these events.

Do you own a vehicle? Yes ___ No ___

COMPUTER SKILLS:

Mac: ___ PC: ___

Microsoft Word: ___ Microsoft Excel : ___ Photoshop: ___ InDesign: ___

Other: _____

Signature: _____ Date: _____