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 internships are part-time (7-12 hours/week) and unpaid, but can qualify for school credit depending on the candidate’s department policies.

The ideal candidate is currently earning a BFA or has recently earned a BFA, is a motivated self-starter, and has a passion for contemporary art and the Richmond arts community.

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

• Installation and deinstallation of exhibitions and artist relations
• Gallery openings, receptions, and event planning
• Educational programs, tours, and gallery sitting
• Fundraising, public relations, and marketing
• Archival documentation projects for exhibitions/artists/gallery history
• Nonprofit gallery administration

1708 Gallery internships last approximately 5 months and typically align with college semesters: Spring (Jan. - May), Summer (May - Sept.), and Fall (Sept. - Jan.).

Please submit the following materials to Christine Lockerby, Operations Manager via email at clockerby@1708gallery.org:

• Completed application form
• Current resume, including references
• Cover letter with a brief statement of interest

You can also deliver or mail your application materials to:

1708 Gallery
Internship Program
319 W. Broad St.
Richmond, VA 23220
INTERNSHIP APPLICATION

Preferred Name: ___________________________  Preferred Pronouns: ___________________________

Address: __________________________________________________________

City and State: ___________________________  Zip Code: ___________________________

Email: ___________________________________  Phone: ___________________________

College/University: ___________________________  Degree/Major: ___________________________

Expected Graduation Date (Month/Year): ___________________________

College Grade Point Average: ___________________  Internship for Credit? Yes ____  No ____

How did you learn about 1708 Gallery? _______________________________________________________

APPLYING FOR:  Fall ____  Spring ____  Summer ____  Year: ________________

AVAILABILITY
Please indicate which shifts you are available.

<table>
<thead>
<tr>
<th>DAYS</th>
<th>AM SHIFT (10 a.m. – 1:30 p.m.)</th>
<th>PM SHIFT (1:30 p.m. – 5 p.m.)</th>
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<td>Saturday &amp; Sunday</td>
<td>Interns are required to gallery sit from 11 a.m. – 4 p.m. at least two Saturdays or Sundays each month of their internship.</td>
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</table>

**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 ____

Are you older than 21? Yes ____  No ____

COMPUTER SKILLS:


InDesign: ____  Illustrator: ____  Dreamweaver: ____  Premiere: ____  Other: ___________________________

Signature: ______________________________________  Date: ________________

1708 Gallery, Inc.  319 W. Broad Street, RVA  804.643.1708  www.1708gallery.org