



**Title: External Exhibitions Intern**

**Supervisor: Kate Ashman**

**Internship Work Space Location: 405B Pine St**

**Description:** Assist the program coordinator with exhibition installations and the day to day administrative functions of the external exhibitions program

**Duration of Internship: January – May 2021**

**Paid or Unpaid: Unpaid**

### **Responsibilities**

- Responsibilities include weekly off-site exhibition installation; related administrative tasks and office duties; art handling, packing and transportation; studio visits; research projects; artist outreach; artist database maintenance; representation of the program at events and openings; and assisting with gallery installs and special events.

### **Qualifications/Requirements**

- Availability two days per week (M-TH during regular business hours. One full day for installs and one partial day for admin work). Please be sure to note your availability with your application.
- Ability to assist with installations of artwork, including but not limited to lifting, use of a ladder, and use of basic tools
- Familiarity working with a Windows OS, including knowledge of spreadsheet and word processing software. Some experience with Excel and HTML preferred
- Demonstrated understanding of aesthetic concepts
- Strong interpersonal and communication skills, both oral and written
- Ability to professionally represent Burlington City Arts in all interactions with artists, clients and the general public
- Ideal candidate is currently studying or possesses a degree in studio art, art history, museum studies, or a related field

### **Learning objectives**

- To gain experience in art hanging, handling, transportation and packing
- To familiarize with what goes into coordinating and preparing for an exhibit, including but not limited to preparing price lists, labels and insurance forms; updating web listings and tracking spreadsheets, etc.

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