



Exhibitions Internship

Spring 2018 Semester

The School 33 and Baltimore Office of Promotion & The Arts Exhibitions Internship is a part-time unpaid practicum. Projects include but are not limited to:

Assisting the BOPA Exhibitions Manager with various aspects of the BOPA Gallery Exhibition Program, which encompasses School 33 Art Center, The Bromo-Selzer Arts Tower, and Top of the World Gallery at The World Trade Center. Duties will include:

- Assisting the Exhibitions Manager in the installation and lighting of exhibitions, facilitating artist drop off and deinstallation, repainting / patching of walls, and preparation of exhibition furniture and tech.
- Help in organizing for open calls for submissions, posting various exhibition announcements and calls for entry online, compiling information for exhibition press, assisting at receptions and events, and helping to document receptions and exhibitions.
- Assistance with logistics for various School 33 initiatives including major events such as Neighborhood Lights. Duties will entail: Working on promotion of events and enlisting community involvement, and assisting in the coordination of artists' participation.
- Updating and creating copy for School 33's website.
- Interacting with guests and visitors and responding to requests for more information about our center.
- Assisting staff with typical office duties such as answering phones, making copies, organizing/storage.
- Assisting the Education and Programming Coordinator with various aspects of the School 33 Art Center Education program. Duties will entail promotion of program, assisting with revitalization of classroom spaces and working on press releases,
- Assisting the Exhibitions Manager with various duties pertaining to Light City 2018 April 14th – April 21st as needed.

Qualifications:

- We are seeking a reliable, self-directed, fast learner. Experience with both PC Windows and Mac platforms, databases, Microsoft Office, and Adobe Creative Suites, Dropbox, and Google Drive is especially helpful. Interest in contemporary art and arts/non-profit administration a plus.

- Current college–junior or senior–or graduate students are eligible to apply. Applicants who are not registered students are not eligible.

Hours & Compensation

- Student must be available at least two days per week or the equivalent of at least 14 hours per week; interns will be located primarily at School 33 Art Center, which operates Monday to Friday from 9:00am to 5:00pm, with gallery hours from 11am-4pm on Saturdays. Evening hours will be required for School 33 gallery openings. Student must commit to a schedule in advance.
- This is an unpaid position.
- Intern may be eligible for gaining college/university credits toward graduation. (Intern should explore this possibility with their school prior to applying for the internship.)
- Free parking or Monthly Transit Pass may be provided to intern for commuting to downtown Baltimore.

To Apply for an Internship:

Please send your resume and cover letter by email to: Melissa Webb at mwebb@promotionandarts.org. In the Subject Line of your email, please identify the name of the internship and the semester for which you are applying.

Application Deadlines:

Application due no later than **December 1st, 2017.**