

Galveston Arts Center

Arts Administration Internship

Arts Administration Interns join an enthusiastic team at the Galveston Arts Center that focuses on working with our community to engage diverse audiences in an exploration of contemporary art. This opportunity is a well-suited position for candidates that are interested in broadening their knowledge of nonprofit organizations, arts administration, event planning, marketing and community relationship building. Ideal candidates will enjoy working with others and supporting the mission of the Galveston Arts Center. www.galvestonartscenter.org

Schedule: Part-time, 6-12 hours/week with a 4-6 month minimum commitment. (or one semester.) Details will be determined during the interview process; Summer Internships are also available for students. Galveston Arts Center is happy to work with interns around their class and work schedules, however regularly scheduled hours must take place during GAC's office hours: 9am-5pm M-F, 11am-5pm Saturdays, and Noon-5pm Sundays. Opportunities to work during special events occasionally occur outside these hours, generally in the evenings.

All Interns and Docents are strongly encouraged to attend and assist at opening receptions, which occur 2-3 times per semester on Saturday evenings during Galveston ArtWalk.

Responsibilities

Marketing and Public Relations

- Assist in the preparation of mailings, email communications (through Constant Contact) and brochures
- Distribute fliers, brochures, etc. in downtown area
- Use web and social media to promote GAC events
- Format documents such as brochures and fliers related to GAC events
- Assist with writing Press Releases
- Create PowerPoint Presentations

Exhibitions

- Assist staff with exhibit installation and de-installation as needed
- Monitor Galveston Arts Center's three galleries and the *ArtWorks* Museum Store
- Be knowledgeable about our art exhibitions and programs and answer questions from visitors
- Assist staff with research related to exhibitions, catalogs, presentations, etc.

Other

- Assist staff with store inventory, transactions, data entry
- Assist staff at special events including ArtWalk, workshops, and local festivals

Requirements:

- Ability to commit to a pre-determined schedule including occasional evening events
- Regular and consistent online communication
- Reliable transportation
- Strong written and verbal communication skills, friendliness/positive attitude

Preferred Skills:

- Academic focus in art, graphic design, arts management, journalism, public relations, or related field
- Strong grasp of Microsoft Word, Excel and PowerPoint
- Experience with Adobe Creative Suite and WordPress is a major plus
- Ability to take initiative and work independently
- Attention to detail and excellent organizational skills
- Resourceful, flexible, reliable personality and a team player with a sense of humor
- Ability to work in a shared office space – capacity to multi-task

Internships are unpaid. Benefits include experience in a fast-paced creative environment, exposure to a wealth of information about local and regional contemporary art community, and introduction to many visual art, business and marketing contacts. Keeping with the mission of GAC to foster an informed and engaged community through contemporary visual art, interns will work in a dynamic hands-on learning environment alongside staff to create meaningful and lasting experiences.

Please send a cover letter, resume, and the name and phone number of two references to Reyna Collura (Director of Education) reyna@galvestonartscenter.org with the subject "Internship Application" to be considered for this position.