

Archive Internship

Summer 2019

The Gallery 400 internship program welcomes students and recent graduates who wish to broaden their education and professional experience by working at one of the nation's most vibrant university galleries showcasing work at the leading edge of contemporary art, architecture, and design. Interns work directly with gallery staff to plan and implement projects, research and evaluate current initiatives and develop practical, professional skills. The experience will give interns insight into the day-to-day inner workings of a non-profit contemporary art gallery located at the largest, most diverse public university in Chicago.

Internships require a commitment of **15-20 hours per week** and are typically a semester in length (Summer Semester is May 6 - August 9). A major in art history or fine art is not required. All internships are unpaid, but academic credit can be arranged for students. **Please contact your individual career or academic advisor to arrange for internship credit.**

Position Description:

The **Archive Intern** maintains Gallery 400's physical exhibition and ephemera archive and on-site art library.

Responsibilities:

- Ongoing archival work related to recently completed exhibitions, programs, and events
- Maintaining the Gallery's library inventory and LibraryThing account
- Researching and obtaining books and periodicals for the gallery Reading Room
- Using archive to provide contemporary materials to current exhibitions and programming

Desirable skills:

- A high degree of organization and attention to detail
- Strong writing skills
- Knowledge of Photoshop, Excel, and Adobe Bridge.

To apply:

The **application deadline is April 12 at 5pm**. To apply, please send a resume and cover letter to gallery400exhibition@gmail.com with "Archive Internship Summer 2019" in the subject line.