

Community Engagement & Public Programs 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 Community Engagement & Public Programs Intern provides support for the public programs, events, and community outreach associated with Gallery 400's upcoming exhibitions.

Responsibilities:

- Conduct research on prospective audiences, both within the University of Illinois at Chicago community and in greater Chicago
- Perform outreach to promote relevant programming and invite potential and current partners to collaborate with the gallery
- Assist with development, planning, and execution of public programming
- Communicate with artists and other partners involved in Gallery 400 programs
- Staff programs and events as needed (includes occasional evenings and weekends)
- Develop teaching resources for educators related to current and future exhibitions
- Lead gallery tours for students and the broader public
- Assemble contact information and correspondence for marketing and outreach

Desirable skills:

- A high degree of organization
- Attention to detail
- Ability to work independently and with a team
- Excellent written and verbal skills

To apply:

The application deadline is **April 12, 2019 at 5pm**. To apply, please send a resume and cover letter to gallery400engagement@gmail.com with "Community Engagement & Public Programs Internship Summer 2019" in the subject line.