

Communications 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 **Communications Intern** assists the Communications Team in creating visibility for Gallery 400, its exhibitions, and programs, and in attracting new audiences through digital platforms.

Responsibilities:

- Keeping website current
- Archiving press clippings
- Creating and distributing marketing materials (posters, postcards, and mailers)
- Posting to social media platforms
- Maintaining email and press contact lists
- Other administrative duties, as needed

Desirable skills:

- A high degree of organization
- Attention to detail
- Excellent proofreading skills
- Familiarity with social media sites preferred
- Knowledge of Photoshop, InDesign, and Excel preferred.

To apply:

The **application deadline is April 12, 2019 at 5pm**. To apply, please send a resume, cover letter, and a brief writing sample to gallery400@uic.edu with "Communications Internship Summer 2019" in the subject line.