

# Curatorial 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 Curatorial Intern** assists the Curatorial Team with exhibition development, research, and coordination efforts. This role provides substantial insight into curatorial practices and exhibition organization in a contemporary art gallery.

### Responsibilities:

- Researching prospective artists, artworks, and documentation for upcoming exhibitions
- Communicating with artists and guest curators
- Preparing loan agreements, shipping contracts, checklists, wall labels, and other exhibition documents
- Attending exhibition openings and select events
- Other administrative tasks as needed

### Desirable skills:

- Significant knowledge of contemporary art
- Attention to detail
- Excellent written and verbal communication skills
- Strong editorial skills
- Ability to work independently
- Knowledge of InDesign and Excel

### To apply:

**The application deadline is April 12 at 5pm.** To apply, please send a two-page academic writing sample, a resume, and a cover letter to [gallery400exhibition@gmail.com](mailto:gallery400exhibition@gmail.com) with "Curatorial Internship Summer 2019" in the subject line.