

Development 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 **Development Intern** assists with various fundraising efforts for specific exhibitions and programs and general operating support.

Responsibilities:

- Researching prospective funding sources for Gallery 400, specifically corporation, foundation, and government sources
- Creating a system for tracking deadlines and organizing in-progress grant paperwork
- Assisting with the preparation of proposals and mid-term and final reports
- Drafting communications for individual giving campaigns

Desirable skills:

- A high degree of organization
- Attention to detail
- Ability to work independently
- Excellent communication skills

To apply:

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