

Exhibition Preparation 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.

This Preparation Internship requires a commitment for installation and deinstallation of Gallery 400 exhibitions during the Summer 2019 semester (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 Exhibition Preparation intern assists with exhibition preparation and installation in a contemporary art gallery. This position is an excellent hands-on opportunity to develop valuable preparatory experience while working with Gallery 400's Preparation Team.

Responsibilities:

- Assisting in gallery installation and preparation (includes installing artworks in various mediums, lighting, wall patching, painting, and packing and shipping artworks)
- Assisting in the maintenance of Gallery 400 facilities

Desirable skills:

- Familiarity with basic tools and audio visual equipment
- Excellent organizational and interpersonal skills
- Enthusiasm and a proven track record of prioritizing and completing multiple assignments
- Strong verbal communication skills and great interest in further developing preparatory skills.
- Applicants must be able to lift 50 pounds.

To apply:

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