

# Video Archive 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 **Video Archive Intern** works to document Gallery 400 programming and the opportunity to produce and create content for website and social media platforms.

### Responsibilities:

- Digitizing video of past Gallery 400 lectures and events
- Editing and adding title cards to archival videos with Adobe Premiere or similar software
- Organizing and posting archival video on the Gallery's Vimeo page
- Creating new video content around exhibitions and programs
- Videography opportunities also available, based on skill level

### Desirable skills:

- Experience with video editing software
- A high degree of organization and attention to detail.
- Experience with the UIC Moving Image Lab is preferred but not required.

### To apply:

The **application deadline is April 12, 2019 at 5pm**. To apply, please send at least two examples of your work, a resume, and a cover letter to [gallery400engagement@gmail.com](mailto:gallery400engagement@gmail.com) with "Video Archive Internship Summer 2019" in the subject line.