

Gallery Intern position:

Water Street Studios is a 501(c)3 not-for profit art center in Batavia whose mission is to bring fine art and arts education to the Fox Valley. The 16,000 sq ft arts center features over 30 working artists studios, two galleries and three classrooms. This is a nonpaying position offering great experiences and resume building. Interns will learn how to coordinate a gallery show and run it.

Description

- Help field phone calls, answer questions about gallery submissions, events, gallery openings, studios, and BAA in general
- Answer emails and provide detailed update
- Create and maintain database for gallery submissions
- Multi-task under time restraints
- Assist in preparing and hanging work in the gallery
- Good written and verbal communication skills
- Assist in developing print and video advertisement for gallery showings
- Availability to work in gallery during open hours
- Flexible schedule
- Be able to attend gallery openings and other WSS Events
- Willingness to learn about WSS and work with Marketing committee
- Maintain the cleanliness of gallery
- Coordinate scheduling volunteers for working the gallery
- Enter and process daily gallery receipts in excel
- Art background preferred, but not required

Requirements:

Candidate must have excellent written and verbal skills.

Candidate must have excellent computer and organizational skills.

Candidate must be interested in the arts as well as serving the community at large.

How to Apply

Please submit a resume to Steven Lockwood: Gallery Director/Water Street Studios
gallery@waterstreetstudios.com