

WATER STREET STUDIOS

ART CLASSES * WORKSHOPS * GALLERY * STORE

GALLERY INTERN POSITION:

Looking for a gallery intern for Water Street Studios – Batavia’s Art Center, a not-for-profit organization that is expanding art in the community of Batavia and the tri-cities. (16,000 sq ft arts center featuring 26 artist’s studios, a gallery, and two classrooms) This is a nonpaying position offering experience and resume building.

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
- Must have to ability to build wooden structures
- Good written and verbal communication skills
- Help in 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 volunteers for working the gallery
- Art background preferred, but not required

REQUIREMENTS:

Looking for an individual that has a high interest in the Arts, who is creative, offers good judgment, excellent customer service skills, problem solving skills, communication skills both verbal and written, computer skills, and organizational skills

HOW TO APPLY

Please submit a resume.

Steven Lockwood: Gallery Director/Water Street Studios 630-761-9977

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