Gallery Internship Position Description

SUMMARY
The Gallery Intern provides assistance to the Georgetown College Fine Art Galleries as part of the Art Department, both as a part of the college experience and as a means to earn valuable experience and knowledge to further one's career in the art field.

EXPECTATIONS OF EMPLOYEE
- Adheres to College Policy and Procedures
- Acts as a role model within and outside the College
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time prepared to perform duties of position
- Meets Department productivity standards
- Maintain confidentiality as it relates to the task at hand

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following:
- Provide assistance for installations and de-installations
- Preparing gallery space for exhibition
- Maintaining gallery space during exhibition
- Input data into various spreadsheets / databases
- Copy materials as requested
- File appropriate paperwork
- Transport materials (primarily artwork from the permanent collection) to other campus locations
- Retrieve materials (primarily artwork from the permanent collection) from other campus locations
- Complete accurate timesheet and submit for approval in a timely manner
- Other duties as specified in the Internship Learning Contract (authorized by the Office of Calling and Career at Georgetown College)

GUIDELINES
Potential interns are encouraged to seek advice as to potential projects before completing the internship application. The application is available online (via the Office of Calling and Career at Georgetown College). The form requires clear articulation of learning objectives, strategies, evaluation methods, and a final assessment. Please consult the Site Supervisor (Gallery Director/Curator of Collections) and the Art Department Chair when completing this form. Students may earn academic credit for an internship in the Art Galleries while also bolstering their professional resume or portfolio. Academic credit is earned at 1 credit hour per 50 hours of internship experience.

Gallery internships aim to match needs of the Georgetown College Fine Art Galleries and the Art Department with student learning objectives. Learning objectives are keyed to strategies and evaluation methods that are measured by the Site Supervisor (Gallery Director/Curator of Collections) and the Art Department Chair.
AREAS OF SPECIALIZATION:
Interns may request to work in one particular area, identified below, or they may seek cross-over experiences that address more than one of the four areas identified below.

Exhibition Internship:
- Maintain exhibition paperwork and incoming proposals
- Involved in determining exhibition schedule
- Be an ambassador for the Fine Art Department
- Assist artist in installation and de-installation
- Facilitate the sending of exhibition promotional materials
- Aid in preparation of gallery space
- Create exhibition wall text and object labels

Social Media and Marketing Internship:
- Create Twitter, Instagram, and Facebook exhibition campaigns
- Produce marketing material in the way of postcards, flyers, and exhibition banners
- Write and send press releases
- Develop website strategies for gallery promotion
- Compile material for marketing packets
- Maintain website exhibition calendar and photos

Collections Internship:
- Update collections database
- Insure proper storage
- Practice museum handling procedures
- Manage hardcopy files for campus loans and accessions
- Execute the accessioning process through hands-on processes
- Learn proper packing and moving techniques
- Understand and perform the basics of museum standards

Community Involvement Internship:
- Creating online exhibits
- Compile volunteer packets, programming, and workshops
- Develop educational material for schools and families
- Improve awareness of the collection on campus
- Produce self-guided tours of the permanent collection
- Increase student interaction with gallery spaces
- Assist in writing and collating grant proposals

KNOWLEDGE, SKILLS & ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Education and / or Experience** – Georgetown College student.
- **Communication / Language** -- Requires effective oral and written communication skills, and basic interpersonal skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical** -- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning** -- Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

*Gallery Internship Position Description, page 2/3 effective August 2012*
• **Computer Literacy / General Office Equipment** – Though this position does not require specific computer program knowledge, proficiency in Microsoft Word, Excel, FileMakerPro, and Adobe Suite is a plus. Ability to operate facsimile and copy machines.

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

- **Regularly:**
  - Sit
  - Talk or hear

- **Frequently:**
  - Use hands to finger, handle, or feel
  - Reach with hands and arms

- **Occasionally:**
  - Stand and walk
  - Stoop, kneel, crouch, crawl
  - Climb or balance
  - Lift and/or move up to 50 pounds

- **Vision:**
  - Close vision
  - Ability to adjust focus

- **Noise:**
  - Moderate to loud

- **Stress:**
  - Moderate