

## **INTERNSHIP STUDY PROGRAM**

The Working Relationship employs the assistance of undergraduate and graduate level interns year round. These positions present a unique opportunity to gain exposure and experience, and develop skills in arts organization and studio art practice. Under the supervision of TWR staff members, interns work across all elements of art administration, art practice, and community building, and gain understanding of art promotion, event and exhibition process conducive to their academic and professional goals. Interns also develop important connections within the local, regional, national and international arts community.

Responsibilities/Areas of Study Include:

- Art Handling: receiving, handling, shipping
- Exhibition Installation: preparation, layout, installation
- Curatorial: exhibition-specific and general, art historical research, image research, artist research, developing curatorial statements
  
- Art Administration/Operations
- Record Keeping: databases, records, reports, lists, templates, text and visual program documentation, archive development, calendars and timelines, organizing and maintaining project production schedules and files
- Finance / Accounting: budget, grant writing, accounting functions
- Client Account Management
  
- Development: membership outreach, fundraising
- Marketing: organizing and evaluating advertisement and marketing initiatives
- Event Planning: developing, organizing, assisting, planning, managing and directing logistics
- Communications: in-person, telephone, mail, email
- Public Relations: scheduling and managing artists, presenters, guests, members, supporters, volunteers
  
- Graphic Design: web, press, advertising, publications
- Printed Matter and Publications: event and exhibition related design, editing, production, proofreading, compiling information, research, fact-checking, clearing copyright permissions
- Web Content Management

Position Title: Arts Administration Internship

Candidate Disciplines: Art, Design, Art History

Location: Ithaca, NY.

Commitment: 4-8 hours per week

Compensation: Unpaid, optional Course credit (1-3)

For credit, interns develop tailored study plan and select complementary readings from TWR study program reading list. Interns keep a journal/sketchbook on areas of study, readings and experience, create a resume, and write an artists' statement if applicable.

Spring Session: January – May (application deadline: December 15)

Summer Session: June – August (application deadline May 1)

Fall Session: September – December (application deadline August 15)

Qualifications:

- excellent organizational skills
- excellent written and verbal communication
- excellent computer skills
- excellent research skills
- ability to work independently and frequently on more than one task at a time
- detail oriented
- knowledge of art, art making processes and/or art history
- ability to lift 50 lbs.
- ability to take and follow direction, work independently as well as in team environment
- desire to learn
- discretion and professionalism

Application Materials:

- Application Form
- Cover Letter/Letter of Interest to include why this internship interests you, what skills you bring to the position, and what days of the week / times you are available.
- Resume/CV
- List of Two References

Submit Applications To: [intern@theworkingrelationship.com](mailto:intern@theworkingrelationship.com)

Selected applicants will be interviewed and considered for placement based on the needs of TWR as well as the candidate's interests and experience. Candidates are selected on the basis of their interest and experience, their ability to contribute significantly to TWR projects, and their openness to gaining meaningful experience from the program. TWR is an equal opportunity employer.