

1708GALLERY

A NON-PROFIT SPACE FOR NEW ART

INTERNSHIP APPLICATION

1708 Gallery is a non-profit exhibition space committed to expanding the understanding, development, and appreciation of contemporary art. Founded in 1978, the Gallery continues to give public exposure and opportunity to emerging and established artists. In addition to contemporary forms of painting, sculpture, printmaking, photography, and works on paper, 1708 encourages works of an experimental and/or temporary nature, site-specific installations, along with video, film, performance art, and the written word.

1708 offers part time and full time non-paid internship positions for credit and non-credit.

Interns receive hands-on experience and resume-building skills in all aspects of 1708 Gallery's operations, including:

- installation and de-installation of exhibits and artist relations
- gallery openings and receptions and event planning
- educational programs, tours, and gallery sitting
- fundraising, PR, and marketing
- non-profit gallery administration

Please submit the following material:

- Filled out and signed application form
- Resume and cover letter with a brief statement of interest

Mail your application to: _____ or _____ E-Mail your application to:

1708 Intern Program
Post Office Box 12520
319 West Broad Street
Richmond, VA 23241

Jolene Giandomenico
Gallery Administrator
jgiandomenico@1708gallery.org

For more information about internships please contact:

Also visit us on the web at:

www.1708gallery.org

www.1708gallery.blogspot.com

INTERNSHIP APPLICATION

Name: _____
 Address: _____
 City and State: _____ Zip Code: _____
 E-mail: _____
 Home Phone: _____ Cell Phone: _____
 College/University: _____
 Freshman: _____ Sophomore: _____ Junior: _____ Senior: _____
 Internship for: Credit _____ Non _____
 Emergency Contact: _____ Phone: _____ Relationship: _____

How did you learn about 1708 Gallery?

APPLYING FOR Fall ___ Spring ___ Summer ___ Year: _____

AVAILABILITY

Please choose an AM and/or PM shift

DAYS	AM (10 -2)	PM (1-5)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Saturday/Sunday if needed?: _____

Do you own a vehicle? Yes ___ No ___

COMPUTER SKILLS:

Mac: ___ PC: ___
 Microsoft Word: ___ Microsoft Excel : ___ Photoshop: ___ InDesign: ___
 Other: _____

Please check your area(s) of interest:

- Public Relations
- Development/Fundraising/Grant Writing
- Installation/De-installation
- Artist Relations
- Event Planning
- Education

Signature: _____ Date: _____