

# 1708GALLERY

A NON-PROFIT SPACE FOR NEW ART

## INTERNSHIP PROGRAM

Founded as a non-profit organization in 1978, 1708 Gallery's mission is to present exceptional new art. 1708 Gallery is committed to providing opportunities for artistic innovation for emerging and established artists and to expanding the understanding and appreciation of new art for the public.

1708 internships are part-time (7-12 hrs./week) and unpaid, but can qualify for school credit depending on the candidate's department.

The ideal candidate is currently earning a BFA or has recently earned a BFA, is a motivated, self-starter, and has a passion for Contemporary art and the Richmond arts community.

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

- installation and de-installation of exhibitions and artist relations
- gallery openings and receptions and event planning
- educational programs, tours, and gallery sitting
- fundraising, PR, and marketing
- archival documentation projects of exhibitions/artists/gallery history
- non-profit gallery administration

1708 Gallery internships last approximately 5 months and typically follow college semesters - Spring (Jan. - May), Summer (May - Sept.), and Fall (Sept. - Jan.).

**Please submit the following materials to Erin Willett, Gallery Coordinator, via email at [ewillett@1708gallery.org](mailto:ewillett@1708gallery.org).**

- Completed application form
- Current resume including references
- Cover letter with a brief statement of interest

**Alternatively you can deliver or mail your application materials to:**

1708 Gallery  
Internship Program  
319 W. Broad St.  
Richmond, VA 23220

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## INTERNSHIP APPLICATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_  
College/University: \_\_\_\_\_  
Freshman: \_\_\_\_\_ Sophomore: \_\_\_\_\_ Junior: \_\_\_\_\_ Senior: \_\_\_\_\_  
Internship for: Credit \_\_\_\_\_ Non \_\_\_\_\_

How did you learn about 1708 Gallery?  
\_\_\_\_\_

**APPLYING FOR:** Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ Year: \_\_\_\_\_ **AVAILABILITY**

Please check which days and times you are available (*Note: these shifts are flexible*)

| <b>DAYS</b> | <b>AM (10 -2)</b>   | <b>PM (1-5)</b> |
|-------------|---|-----------------|
| Monday      |   |                 |
| Tuesday     |   |                 |
| Wednesday   |   |                 |
| Thursday    |   |                 |
| Friday      |   |                 |
| Saturday    | Interns are required to Gallery sit from 11am-4pm at least one Saturday each month of their internship. |                 |

Interns will also be asked to assist with First Friday receptions, exhibition openings and other special events that may occur at night or on the weekends. You will be given advance notice of these events.

Do you own a vehicle? Yes \_\_\_ No \_\_\_

### **COMPUTER SKILLS:**

Apple: \_\_\_ PC: \_\_\_

Microsoft Word: \_\_\_ Microsoft Excel : \_\_\_ Microsoft PowerPoint : \_\_\_ Photoshop: \_\_\_

InDesign: \_\_\_ Illustrator: \_\_\_ Dreamweaver: \_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_