

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.

- 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

1708GALLERY

A NON-PROFIT SPACE FOR NEW ART

INTERNSHIP APPLICATION

Name: _____

Address: _____

City and State: _____ Zip Code: _____

E-mail: _____

Phone: _____

College/University: _____

College/University Major: _____

Expected graduate date (Month/year): _____

College grade point average: _____

Internship for: Credit _____ Non _____

How did you learn about 1708 Gallery?

APPLYING FOR: Fall ___ Spring ___ Summer ___ Year: _____

AVAILABILITY Please check which shifts you are available (*Note: these shifts are flexible*)

DAYS	AM (10 -2)	PM (1-5)
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: _____