

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 hours/week) and unpaid, but can qualify for school credit depending on the candidate's department policies.

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 deinstallation of exhibitions and artist relations
- Gallery openings, receptions, and event planning
- Educational programs, tours, and gallery sitting
- Fundraising, public relations, and marketing
- Archival documentation projects for exhibitions/artists/gallery history
- Nonprofit gallery administration

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

**Please submit the following materials to Christine Lockerby, Operations Manager, via email at [info@1708gallery.org](mailto:info@1708gallery.org):**

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

**You can also 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

Preferred Name: \_\_\_\_\_ Preferred Pronouns: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

College/University: \_\_\_\_\_ Degree/Major: \_\_\_\_\_

Expected Graduation Date (Month/Year): \_\_\_\_\_

College Grade Point Average: \_\_\_\_\_ Internship for Credit? Yes \_\_\_ No \_\_\_

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

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

### AVAILABILITY

Please indicate which shifts you are available.

| DAYS              | AM SHIFT<br>(10 a.m. - 1:30 p.m.)   | PM SHIFT<br>(1:30 p.m. - 5 p.m.) |
|-------------------|---|----------------------------------|
| Monday            |   |                                  |
| Tuesday           |   |                                  |
| Wednesday         |   |                                  |
| Thursday          |   |                                  |
| Friday            |   |                                  |
| Saturday & Sunday | Interns are required to gallery sit from 11 a.m. - 4 p.m. at least two Saturdays or Sundays 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 \_\_\_

Are you older than 21? Yes \_\_\_ No \_\_\_

### COMPUTER SKILLS:

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

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

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