NORTHERN CLAY CENTER
GALLERIES INTERN DESCRIPTION

Position: Galleries Intern
Reports To: Galleries Director
Hours: 8 – 10 hours weekly
Dates: September 2019 – May 2020

Description
Northern Clay Center is seeking an intern to assist in the Sales Gallery and Exhibition programs. This position requires a time commitment of 8 – 10 hours weekly, with a chance for increased hours during installation weeks. Time is to be split between program areas as needed. An internship with Northern Clay Center provides students or recent graduates with valuable experience in arts administration, exhibition installation, and retail business practices. This position will help you develop strong connections with the local arts community and professional artists in the field. It will also provide an opportunity to learn about the best practices and behind-the-scene details of gallery operation.

Requirements
• Familiarity with woodworking, painting, and general construction practices
• Strong writing skills
• Confidence in utilizing Excel
• Organization and attention to detail
• Hard working
• Flexibility and adaptability
• Excellent listening skills
• Positive and productive attitude
• Confidence in handling fine art works
• Must be able to lift 50 lbs.

Responsibilities
Sales Gallery
• Unpacking, packing, and shipping gallery items
• Managing inventory of gallery items
• Providing miscellaneous administrative support
• Assisting with gallery sales
• Other special projects as assigned

Exhibitions
• Installation and de-installation support
• Packing and shipping
• Administrative tasks as assigned
• Distribution of marketing materials
• Cataloging and archiving of press and marketing materials