



## Gallery Management Internship

**Overview:** A part-time, unpaid Gallery Management Internship is available at Pro Arts; schedule is flexible, with a minimum 8-hour commitment. Interns will receive detailed knowledge of the gallery's annual programming and general organization. Under the direct supervision of the Gallery Manager, the intern will perform day-to-day tasks which support the operations of both the exhibition space and gallery store. In addition, the intern will be assigned specific projects related to administration, development, operations and sales. All individuals with a genuine interest in the operations of nonprofit contemporary art gallery are encouraged to apply.

**Background:** Pro Arts is a non-profit artist based organization that exhibits artists' work and provides a venue for furthering communication in the arts. The annual exhibition programming consists of East Bay Open Studios, two juried exhibitions (New Visions and Juried Annual), curated exhibitions including the ongoing series PROJECT, and other collaborations. Visit [www.proartsgallery.org](http://www.proartsgallery.org) for more information.

**Purpose:** Interns will contribute to various areas of administrative organization, including but not limited to: membership databases, promotional mailings and distribution, interaction with artists and members, data entry and exhibition preparations.

**Duration of Internship:** TBD; Minimum 12 hours per week

**Application Deadline:** Ongoing

**Interns must possess:**

- BA minimally, MA-candidate preferred with a background business, art history or arts administration
- Customer service experience
- Knowledge of general retail operations, including sales transactions.
- Strong computer skills in MS Office Suite, database management experience a plus
- Good communication skills
- Ability to work independently and with attention to detail

**Applications must be received in hardcopy, delivered either in person or by mail. Applications will not be accepted online.**

**Application Requirements:**

- Cover letter;
- Resume, including relevant course work descriptions;
- Reference contact information (one personal/professional and one academic);
- One-page, single-sided typed essay that explains why you are interested in the internship. Please also include your expectations of this internship.

Please either send or deliver a complete application packet marked "Gallery Intern" to:

Gallery Manager

Pro Arts

550 Second Street, Oakland, CA 94607