



GALLERY + PROGRAMS INTERNSHIP OPPORTUNITY

The Guild of Artists & Artisans is offering an opportunity to get involved behind the scenes at Gutman Gallery! We are looking for an intern who can begin immediately and work through the end of the year. There is also the option to work through the end of the spring semester if that is of interest to the candidate.

This internship is for those interested in art, curating, and developing art-related programming. We are looking for a creative, organized, and motivated individual who appreciates art and is interested in learning everything that comes with managing an art gallery and working in a non-profit setting. The internship will have some flexibility to work virtually from home, but applicants **MUST** be available to work in the physical gallery space on most Fridays and Saturdays (times may vary slightly from week to week, depending on programming).

Ultimately, the internship will be curated to the individual intern's skill set and interests, but responsibilities and projects may include:

- Curating upcoming exhibitions
- Installing exhibitions, de-installing exhibitions, prepping and maintaining the gallery
- Collaborating with a team to develop art-related programs
- Collaborating with a team to create new and exciting opportunities for artists
- Retail, running gallery sales during open hours
- Communications and social media
- Graphic design
- Data entry (maintaining our email lists, tracking sales, etc.)

MISSION

The Guild of Artists & Artisans is a non-profit, membership association of independent artists founded in 1970. Its mission is to promote community awareness, understanding and appreciation of the visual arts and to maintain a support network for artists, which provides educational, mentoring and marketing opportunities.

APPLY

Please submit your resume and cover letter in PDF format to Gallery & Program Manager, Elizabeth Youngs at elizabeth@theguild.org.

PERKS

- Valuable hands-on and professional experience in a non-profit gallery setting
- School credit
- Opportunity to meet, collaborate, and network with artists and community members

ELIGIBILITY

Interested individuals over the age of 18 are eligible for internships. The Guild provides equal opportunity to its applicants. When making arrangements, please keep in mind that internships are unpaid.

SCHEDULE + TIME COMMITMENT

The Guild will work with interns individually to determine specific start and end dates, as well as weekly schedules. Interns must be available to work a weekly schedule of at least 15 hours per week. There will be some flexibility for interns to work virtually, but the Gallery & Program intern **MUST** be available to work in the gallery most Fridays and Saturdays.

TRANSPORTATION

The Guild of Artists & Artisans x Gutman Gallery is located at 118 N Fourth Ave, Ann Arbor, close to public transportation and several pay lots, as well as free neighborhood parking within walking distance. At this time, The Guild does not provide parking passes to any pay lots. Transportation will be the responsibility of the intern.

COMPENSATION

Unfortunately, at this time, The Guild is unable to provide financial compensation for internships. We will, however, assist you in receiving school credit to the best of our ability.