



GALLERY + PROGRAMS INTERNSHIP OPPORTUNITY

The Guild of Artists & Artisans is offering an opportunity to get involved behind the scenes at Gutman Gallery! Internship duration is flexible depending upon the applicant.

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.

Weekly schedules can be flexible, but applicants should be available for an average of 15 hours per week (hours increasing during busy seasons: fair season, holidays). Applicants must also be available on select weekends and evenings.

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, preparing and maintaining the gallery
- Collaborating with a team to develop workshops and gallery-related programs
- Collaborating with a team to create new and exciting opportunities for artists
- Retail
- Managing gallery sales during open hours
- Communications and social media
- Graphic design
- Data entry (maintaining our email lists, tracking sales, etc.)
- Managing the merchandise program for the Ann Arbor Summer Art Fair
- Other art fair assistance as needed

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 Director, 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. On average, interns should be available to work a weekly schedule of at least 15 hours per week. Interns must be available during the Ann Arbor Summer Art Fair (if internship goes through summer) and should expect to work longer hours during those dates. Interns should be available to work some weekends and evenings. There will be some flexibility for interns to work virtually from time to time.

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

The Guild will assist individuals in receiving school credit to the best of our ability. Interns will also be rewarded a stipend upon completion of the internship (amount dependent on internship duration and hours logged).