



**GALLERY + PROGRAMS INTERNSHIP OPPORTUNITY
AUGUST - DECEMBER 2022**

The Guild of Artists & Artisans is offering an opportunity to get involved behind the scenes at Gutman Gallery! Running August through December 2022, this internship is eligible for school credit or a stipend.

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 as we prepare for the Holiday Artist Market). Applicants must also be available on select weekends and evenings.

MAIN ROLES + RESPONSIBILITIES

- Taking a leadership role in preparing and coordinating the Holiday Artist Market
- 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

Other roles and responsibilities can be tacked on if the intern is interested in gaining experience in any of the following areas:

- 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 Director, Elizabeth Youngs at elizabeth@theguild.org.

PERKS

- Valuable hands-on and professional experience in a non-profit gallery setting
- School credit OR internship stipend
- 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.

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 should be available to work some weekends and evenings. There will be some flexibility for interns to work virtually from time to time, but the majority of the internship will be spent in-person.

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

Interns have the choice between receiving school credit or a stipend upon completion of the internship (amount dependent on internship duration and hours logged).