



## **GALLERY + PROGRAMS INTERNSHIP OPPORTUNITY 2023**

The Guild of Artists & Artisans is offering an opportunity to get involved behind the scenes at Gutman Gallery! With the option to run February-December or February-August, 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, with hours increasing in July for the Ann Arbor Summer Art Fair and in November and December for the Holiday Artist Market. Applicants must also be available on select weekends and evenings.

### **LIST OF POTENTIAL ROLES + RESPONSIBILITIES**

- Taking a leadership role in Ann Arbor Summer Art Fair projects
- 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
- Graphic design projects

### **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](mailto: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).