



## Artist Relations Intern Opportunity

**Reports To:** Artist Relations Director

**Category:** Part time, Internship, Non-exempt

**Deadline:** Apply by March 25, 2024

**About The Guild:** [The Guild of Artists & Artisans](#) (The Guild) is a non-profit, membership association of independent artists founded in 1973 in Ann Arbor, Michigan. 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. It furthers this mission by: producing six fine art fairs annually, managing The [Gutman Gallery](#), and working with young artists in The Guild's [Emerging Artist Program](#)

**Job Description:** Artists Relations Intern (AR Intern) supports all aspects of the Guild's marketing, development, artist recruitment, and communications. This internship is for those interested in graphic design, marketing, development, and art-related nonprofit administration. We are looking for a creative, organized, and motivated individual who appreciates the value of the arts and is interested in helping support the programming and promotion of an arts nonprofit that produces fine art fairs and manages an art gallery.

Weekly schedules can be flexible, but applicants should be available for an average of 5-10 hours per week (hours increasing during and leading up to events). Applicants must also be available on select weekends and evenings.

### Duties:

- Research and help develop marketing, communications, social media and artist related materials;
- Assist with the management and updating of website;
- Coordinate the development, production, and distribution of promotional and collateral materials to support artist marketing and other programs;
- Contribute timely updates to Facebook, Instagram, etc.;
- Research and identify potential artists;
- Provide onsite event support of artists;
- Work to identify ideas and opportunities to reach new artists through Social Media;
- Update and help maintain the artist database;
- Develop and maintain graphics, photos and videos to help promote artists;
- Provide post-event analyses, surveys, documentation and research reports as assigned; and
- Complete additional projects as assigned.

### Desired Qualifications:

- Working toward or received Bachelor's Degree in Fine Arts, Graphic Design, Marketing, Communications, NonProfit Administration, Public Relations or similar discipline;
- Exceptionally strong written & verbal communication skills;

- Superior time management and multitasking skills; the ability to prioritize tasks with minimal supervision is essential;
- Well-organized and able to meet multiple and competing deadlines;
- Comprehensive knowledge of English grammar, spelling, and punctuation;
- Proficient with Microsoft Office programs and with design software such as: Photoshop/Illustrator/Adobe InDesign/Canva;
- Website [wordpress] maintenance skills helpful;
- Video production and photography skills beneficial;
- Professional, responsive, and a positive work attitude; ability to interact effectively with staff, artists, partners, the public, the board of directors and volunteers; and
- Interest in non-profit administration is helpful.

**Compensation:** Stipend at end of internship [approx. \$215/month and/or School credit.

**Additional Perks:** Valuable hands-on and professional experience in a non-profit setting; school credit; and 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 10-15 hours per week. Ideal candidates will be available starting in April through the duration of fair season (May-October). Interns must be available during the Ann Arbor Summer Art Fair (July 18-20) and should expect to work longer hours during those dates. Interns should be available to work some weekends and evenings to help support other events. Interns may work some hours virtually.

**Transportation:** The Guild of Artists & Artisans offices are located at 118 N Fourth Ave, downtown 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.

**Full list of 2024 fairs:** Garage Sale Art Fair (February 24), Art Birmingham (May 11-12), NINE Design + Homes Festival of the Arts (June 22), Ann Arbor Summer Art Fair (July 18-20), Perrysburg Hearts the Arts (August 16-18), Brighton Street Art Fair (August 23-25), Common Grounds' Birmingham Street Art Fair (September 28-29), A2 Artoberfest (October 12-13), and Royal Oak Market: Art Fair Edition (November 21-22).

**Apply:** Please submit your resume and cover letter in PDF format to the Artist Relations Director, Nicole McKay, at [nicole@theguild.org](mailto:nicole@theguild.org).