



Business/Merchandising Intern Opportunity

Reports To: Business Manager
Category: Part time, Internship, Non-exempt
Deadline: Apply by March 24, 2025

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 nine fine art fairs, managing The [Gutman Gallery](#), and working with young artists in The Guild's [Emerging Artist Program](#).

Job Description: The Business/Merchandising Intern will support The Guild's Business Manager in all aspects of planning, preparation and execution of business operations for art fairs, with primary focus on the Ann Arbor Summer Art Fair. This internship is for those interested in business operations, event planning, management, and art-related non-profit administration. This role emphasizes collaboration, community involvement, and a commitment to excellence.

Responsibilities:

- Assistance with planning and management of merchandise sales. This includes receiving and organizing merchandise (t-shirts, posters, etc.), laying out merchandise tents, setting up point of sale systems, signage and displays.
- Inventory, organize and catalog "vintage" merchandise from prior art fairs. Prepare a selection to be sold at the 2025 fair.
- Help recruit, hire and train temporary staff for merchandise tents.
- Support the Business Manager with financial reports and reconciliations, i.e. booth fees paid and due, expense forecasting, budget reconciliations.
- Assist with stocking and organizing artist hospitality areas. This includes acquiring food and supplies through donation and purchases.
- Supervisory support for merchandise tents and hospitality areas during the fair.
- Complete additional projects as assigned by the Business Manager or Executive Director.
- Collaborate with fellow interns and team members.

**Qualifications:**

- Currently enrolled in a Bachelor's degree program focused on Business, Merchandising, Non-profit Administration, Marketing or Finance.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to handle sensitive information with confidentiality.
- Well-organized and able to meet multiple and competing deadlines.
- Ability to work effectively in a team-based environment as well as independently.
- Professional, responsive, and a positive work attitude—ability to interact effectively with staff, artists, partners, the public, and volunteers.
- Proficiency in Microsoft Office and Google Workspace tools.
- Experience in retail or merchandising environments.

Requirements:

- Weekly schedules can be flexible, but applicants should be available for an average of 10-15 hours per week (hours increasing during and leading up to events).
- Applicants must also be available on select weekends and evenings of art fairs, with special consideration for dates during the Ann Arbor Summer Art Fair - July 16-19, 2025.

Compensation: \$1,500 Stipend at end of internship (approx. \$500/month; May-July) and/or school credit.

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 May through the duration of summer fair season (May-July). Interns must be available during the Ann Arbor Summer Art Fair (July 16-19) 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 in 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 2025 fairs: Garage Sale Art Fair (February 22), Art Birmingham (May 10-11), NINE Design + Homes Festival of the Arts (June 21), Ann Arbor Summer Art Fair (July 17-19), Perrysburg Hearts the Arts (August 16-17), Brighton Street Art Fair (August 22-24), Common Grounds' Birmingham Street Art Fair (September 13-14), A2 Artoberfest (October 11-12), and Royal Oak Market: Art Fair Edition (November 13-14).

Apply: Please submit your resume and cover letter in PDF format to the Business Manager, Nancy Miller at nancy@theguild.org.