

GreaterRestonArtsCenter

Gallery & Public Programs Intern (Spring 2020)

The Greater Reston Arts Center (GRACE) is the largest 501(c)3 non-profit in Reston, Virginia solely dedicated to enhancing community life through excellence and involvement in the visual arts. It serves 80,000 people annually, providing Virginia, Maryland, and DC's diverse communities with abundant opportunities to experience and explore contemporary art through exhibitions, education programming, and the Northern Virginia Fine Arts Festival. The GRACE gallery showcases local and regional artists alongside artists of national and international reputations.

Overview

GRACE is seeking a creative and motivated intern who is interested in learning skills and gaining experience in gallery management and public programs for contemporary art organizations. The intern will work closely with the Education and Public Programs Coordinator and GRACE staff to assist with daily gallery operations, public programs, and special events. The internship is unpaid, but there is opportunity for school credit if allowed by the college/university of applicant.

Responsibilities

- Manage front desk and daily gallery operations, including answering in-person, phone, and email inquiries, greeting and communicating with visitors, and maintaining the gallery space;
- Speak knowledgeably with visitors about the artwork on view and about the organization's events and programs;
- Assist in tracking daily visitors on tally sheet and updating monthly spreadsheet of total visitors;
- Aid in outreach for upcoming public programs for diverse audiences;
- Assist in creation and implementation of learning tools for young visitors (i.e. visual scavenger hunts, activities for field trips, etc.);
- Assist with facilitating tours and activities at the gallery for field trip groups
- Other duties as assigned.

Eligibility

- Current undergraduate/graduate students enrolled in Arts Management, Art History, Arts Education, or other related fields are welcomed to apply.
- Strong written and verbal communication skills.
- Must be responsible, detail-oriented, and have the ability to work under multiple deadlines.
- Familiarity with Microsoft Office.
- Passion for contemporary art and experience working in a visual art organization is a plus.

Time Commitment

Minimum of 15 hours per week; occasional evening and weekend hours may be required. Please specify your availability when applying.

To apply, please submit the following materials at edenholm@restonarts.org, with a subject line of "Gallery & Public Programs Intern 2020":

- Cover letter
- Résumé/CV
- Three professional references
- Unofficial transcript from current university attended