

# Artists Space Internship Program

Fall: September – December / Application Deadline: July 30

Duration: 3 months, 3 days a week; Stipend Available

The Artists Space Internship Program provides a unique opportunity for individuals to be involved in the development and execution of a progressive and engaged contemporary arts program. The internship is designed to offer in-depth training and first-hand experience to those interested in pursuing a role in the fields of curating, exhibition production, or arts administration. The position is ideal for a recent college graduate, or MA/MFA level student, with interests in nonprofit arts organizations and an existing engagement with contemporary art. The post is for a three month period (with the possibility to extend this if appropriate), and requires a commitment of three days a week.

Artists Space  
Internship  
Program

Curatorial Internship

The curatorial intern will work closely with the Artists Space Curator and Exhibitions Manager, contributing to the day-to-day running of Artists Space, and to the research and development of the program. Responsibilities will include: general office and front-desk support; maintenance of archives and bookshop inventories; research towards exhibitions, events and publications; involvement in the day-to-day publishing of materials on the Artists Space website; and assistance with event management.

Requirements

Skills required for the post include: familiarity and competency with Mac OSX and Microsoft Office. Knowledge of Adobe Creative Suite is recommended, and experience with Filemaker Pro desirable. Good verbal and written communication and fluency in English are essential. Knowledge and passion for contemporary art is key, and successful candidates will be able to demonstrate their engagement in this area, and their interests in non-profit organizations such as Artists Space. Initiative and openness to team work are essential.

How to Apply

Individuals interested in applying must submit completed application form downloaded from [artistspace.org/about](http://artistspace.org/about), cover letter and resume as **one pdf** via email to [jobs@artistspace.org](mailto:jobs@artistspace.org):

In the cover letter, please state which internship you are interested in, the reasons you are interested in applying, and what you want to accomplish through an internship with Artists Space.

Artists Space will contact those applicants they are interested in interviewing via email. No phone calls, please.

For more information, please visit [artistspace.org](http://artistspace.org)

Artists Space  
Internship  
Program

Personal Information  
Name

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Address

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Phone / E-mail

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Emergency Contact Name Phone

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I am interested in participating as an intern for academic credit

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(sponsoring institution)

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References

Academic/Professional Reference  
Name

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Phone

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Relationship

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Personal Reference  
Name

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Phone

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Relationship

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Availability

Please indicate the days you are available (Monday – Sunday):

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