

Fenwick Gallery Intern

Spring semester Interns would shadow and assist the Gallery Exhibit Coordinator

Summer or fall semester interns may propose an exhibition according to Fenwick Gallery Use Policies

Those interested in an internship should contact Jennifer L Rinalducci, Visual Arts Liaison Librarian, at jrinaldu@gmu.edu.

Internship credit will be organized through the Art History department.

Duties may include but are not limited to the following:

- Research possible exhibit themes and solicit works based on chosen themes
- Research featured artists and exhibited items in order to craft biographical statements, exhibit labels, and exhibit descriptions
- Select items from the library collection that complement the exhibit theme
 - Study holdings in the circulating collection
 - Study holdings in Special Collections & Archives
- Write content for both website and print handouts
 - Provide updates on gallery activities and programming
 - List selected items from the library collection chosen for exhibit
 - Create virtual renderings of exhibits
 - Post content based on research of artists/contributors and exhibited items
- Contribute to the ongoing literature review examining galleries, library galleries, museum studies, exhibit displays, etc.
- Interview artists featured in exhibit
 - Research artists and formulate questions
 - Conduct interview
 - Edit film to post to gallery website
 - Archive film in conjunction with Special Collections & Archives
- Exhibit installation
 - Create exhibit layout
 - Install and de-install items
- Investigate and coordinate programming to compliment exhibit theme
 - Design and conduct tours of gallery space for students, faculty, and/or community members
 - Collaborate with scholars and practitioners to produce events such as lectures, panel discussions, and demonstrations
- Communicate and collaborate with students and faculty from the School of Art and the College of Visual and Performing Arts
- Use a variety of technologies to complete tasks: InDesign, WordPress, Photoshop
- Create promotional materials while utilizing skills in design, editing, and writing
- Interpret and communicate information on art and other objects in order to curate intellectually significant exhibits and organize complimentary educational programming including but not limited to panel discussions, artist interviews, and lectures.
- Conduct scholarly research in order to write exhibit labels and exhibit descriptions, produce content for the gallery website, and craft promotional materials.

relations materials, gallery website development and maintenance, etc.

- Understand both theoretical and practical museological approaches in order to be aware of the resources, tasks and competences of today's galleries and the larger networks in which they operate.