



## Exhibitions Internship Job Description

<b>Internship Job Title:</b>	Exhibitions Intern (Unpaid)
<b>Location:</b>	1307 N Rock Road, Wichita, KS 67206
<b>Start Date:</b>	June 1, 2024
<b>End Date:</b>	July 31, 2024
<b>Schedule: (Days/hours):</b>	We ask for a commitment of two days per week. Monday – Friday, 9 a.m. to 4 p.m.
<b>Direct Supervisor:</b>	Laura Taylor, program director

### Description

Mark Arts seeks a highly motivated Exhibitions Intern who will work in a fast-paced team environment and will finish the internship having gained broad experience in various intersections of the art industry in exhibitions, art education and the nonprofit workplace.

Qualified candidates should be highly organized, motivated and responsible, with strong communication and interpersonal skills and an interest in gaining experience in the daily operations of a nonprofit art gallery. The Exhibitions Intern will work directly on achieving Mark Arts' 100 Years of Instruction exhibition.

We are offering a flexible schedule if you continue to take classes in the summer or you wish to pursue other opportunities simultaneously. We provide extensive training, guidance and support, as well as the opportunity to experience the arts industry and gain valuable work experience.

### Responsibilities

- Develop copy for social media posts inspired by artworks in our collection and current exhibitions
- Assist in integration of education and exhibition materials
- Complete drafts of object labels
- Assist with exhibition planning and organization
- Install and deinstall art
- Assist in exhibition opening reception event support
- Assemble exhibition binders, checklists and planning materials
- Assist in gathering object information and provenance
- Establish an Exhibitions Press Archive and research contacts
- Assist in digitizing collection data and ephemera
- Assist in registrar duties, such as updating art location histories
- Provide general administrative support to Program Director and Exhibitions Assistants



- Various departmental projects as needed

**Requirements**

- Must be 16 years of age
- Highly organized
- Driven and hard-working
- Integrity and dependability
- Ability to take direction and multi-task
- Interns are also expected to follow safety protocols involved in the handling of all materials
- Responsible time management and strong work ethic
- Perform other duties as assigned

**Skills and Abilities:**

- Knowledge of art history required
- Previous experience working in a gallery or museum preferred
- Must be able to occasionally lift minimum of 50 lbs.
- Strategic and creative thinker
- Excellent organizational and communication skills
- Flexible problem-solver with passion for the visual arts
- Contribute to a safe educational and working environment

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ Acknowledge Review of This Job Description.  
(Intern's Name - PRINT Name)

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date