

~~~~~**Art Gallery Administrative Summer Internship**~~~~~  
**West Orange Arts Council**



The West Orange Arts Center, located at [551 Valley Road, West Orange, NJ](http://www.woarts.org) [www.woarts.org](http://www.woarts.org) is a community art center seeking a motivated administrative intern for the Summer 2018 art season to help manage a thriving art gallery and gain valuable arts administration experience. Must be available to serve as gallery assistant manager evenings and weekends when the Art Center is open. There are two assistants and schedules can be coordinated. Interns must feel comfortable talking to visitors about the West Orange Arts Council, the work on exhibit, encourage participation and membership and be able to open and close the gallery securely.

**Responsibilities and Duties**

Responsibilities may include:

- Assist with preparations for upcoming exhibitions
- Assist with installation and de-installations
- Create labels and price lists for exhibitions
- Assist with marketing/social media of exhibitions/events
- Assist with WOAC's membership software (*Wild Apricot*)
- Help prepare email newsletters & maintain email lists
- Assist with gallery rentals/scheduling• Maintain WOAC Gift shop items & gallery sitting schedule

**Qualifications and Skills**

This internship requires that the student be motivated and responsible as well as available to manage the gallery during open hours (which vary according to neighboring theatre schedule). Students who show initiative, independent thinking and possess a good work ethic are welcome to apply. All majors are considered including Arts Management, Museum Professions, Business Management, or Marketing.

Compensation: Weekly Stipend may be negotiated. This is predominantly an unpaid internship.

**Job Type: Internship**

The West Orange Arts Center, located at 551 Valley Road, West Orange, NJ is a community art center seeking an intern for the Spring 2018 art season. Must be available to serve as gallery sitter evenings and weekends when Art Center is open. There are two assistants and schedules can be coordinated between. Interns must feel comfortable talking to visitors about the West Orange Arts Council and the work on exhibit and be able to open and close the gallery securely.

Please send a note about why this interests you along with your resume and work samples (optional) to [info@woarts.org](mailto:info@woarts.org)

*(This position will be posted on Indeed.com and other job sites, please indicate where you have seen it)*