

ROY G BIV NONPROFIT GALLERY FOR EMERGING ARTISTS

997 N. High St., Columbus, OH 43201 | 614.297.7694 | www.roygbivgallery.org

Thank you for your interest in an internship at ROY G BIV Gallery. Interns gain experience and knowledge in the workings of a contemporary art gallery and work under the guidance of the gallery director and board of trustees. Internships are unpaid, but student interns are encouraged to seek academic credit.

All internships require 3 hours at the gallery plus approximately 3 hours of outside work per week. Interns may be asked for extra availability at the beginning of each month for exhibition installation. All interns are asked to:

- Supervise gallery space
- Answer phone, check mail and take messages for director
- Welcome visitors and provide helpful information about exhibitions and programs
- Be knowledgeable about upcoming exhibitions
- Assist in installation and deinstallation of monthly exhibitions
- Distribute show cards and assist in event promotion
- Maintain general cleanliness of gallery

Installation Internship

Summary: The installation intern works under the guidance of the gallery director to install monthly and special exhibitions. Math skills and a general knowledge of tool usage are recommended. This internship requires extra availability near the beginning and end of each month.

- Work with exhibiting artists to figure out layout of artwork
- Measure and install artwork and labels
- Coordinate track lighting
- Clean gallery (mop floor, clean windows and empty trash) before openings
- Spackle, sand and paint walls and pedestals when necessary

Marketing Internship

Summary: The marketing intern works to promote the exhibitions and events at the gallery through press releases, emails and social media. Good writing and communication skills are a must. Basic design skills are encouraged.

- Write and distribute monthly press releases to press and critics
- Design exhibition show cards
- Send out email invitations to exhibitions
- Update Facebook
 - Create Event for each opening reception and artists' talk
 - Post calls for entries and other opportunities for artists
- Update Twitter and Instagram

Programming Internship

Summary: The programming intern works under the guidance of the gallery director to plan and run monthly events for emerging artists. Events can range from social mixers to educational workshops to art-making activities. Strong social skills and the ability to work independently are a must.

- Research potential alternate venues for events and sponsorship opportunities
- Keep members up to date on gallery events and opportunities, as well as opportunities in the larger art community

Photo-Documentation Internship

Summary: The photo-documentation intern keeps a visual record of exhibitions and events at the gallery. Camera and photo-editing skills are a must. Experience using HTML and/or content management systems are a plus but not required. This position requires availability in the evenings.

- Photograph exhibition openings, monthly programming and special events
- Document exhibited artwork for potential clients and critical reviews
- Color correct, crop and edit photos
- Upload photos to gallery blog and social media
- Organize photo documentation into an annual exhibition catalog

Critical Writing Internship

Summary: The critical writing intern works under the guidance of the gallery director to write a critical review of each monthly exhibition. Strong writing skills, a good knowledge of art techniques and theory, and the ability to work independently are a must.

- Research the ideas and art-making processes of exhibiting artists
- Write a critical review of each monthly exhibition for the gallery blog
- Select photo-documentation for your review
- Promote your reviews through local, national and international review platforms to increase public awareness of the gallery
- Assist in copyediting other writings

Grant-Writing Internship

Summary: The grant-writing intern works under the guidance of the board of trustees and the gallery director to maintain and develop new sources of funding for the gallery.

- Write grant applications and sponsorship proposals
- Draft thank you letters to donors and legislators
- Research new grant and funding opportunities
- Build a calendar of grant deadlines
- Record monthly demographics