



2014 INTERNSHIP OPPORTUNITIES

THIS SPRING, THE SERIE PROJECT IS SEEKING INTERNS IN THE AREAS OF ARTS ADMINISTRATION & MARKETING.

The Serie Project is a Latino non-profit organization that encourages emerging artists to pursue the fine art technique of serigraphy. It offers an artist-in-residence program that allows visiting artists to create a limited edition of hand-pulled serigraph prints under the guidance of a Master Printer. Hoping to expand the practices of multi-cultural artists and their range of technical experience, the Serie Project encourages multi-racial participation and 2/3 of all residency artists are Latino or of Latin American descent. For more information about the Serie Project, please visit www.serieproject.org.

HOURS: The hours of these spring internship positions (8 to 10 hours per week) are flexible, and should fall within our regular business hours, **10:00 AM - 4:00 PM Monday through Friday**. All spring internships may be for a minimum of six weeks and a maximum of twelve weeks beginning in January and ending in May 2014.

BENEFITS: These internships are unpaid but the benefits, in addition to gaining experience in an alternative arts non-profit organization, include the opportunity to work in a young and encouraging learning environment, interact with up-and-coming artists, and contribute to the Serie Project's mission of promoting diversity in the art world. Certain internship positions **may lead to the opportunity of employment** with the Serie Project (see specifications below), and all interns may be granted **university accreditation** (upon completion of the proper paperwork). Each intern will receive a letter of recommendation once s/he has completed the internship, and the Serie Project will be glad to offer any assistance with job references.

TO APPLY: Please submit your application via email to administrative@serieproject.org and indicate the internship you are applying for in the subject line (Arts Administration Internship, Printmaking Internship, Marketing Internship, or Web & Graphics Design Internship). Your application should include complete contact information, a resume or CV, and a list of three references. Candidates are encouraged to include a brief cover letter that describes their interest in the internship (should be no longer than one page). If you would like to be considered for more than one internship area, please indicate which position you would prefer in your cover letter or in the body of your email. Please email all files as PDF attachments.

ARTS ADMINISTRATION INTERNSHIP

REQUIREMENTS: Ideal candidate is a highly self-motivated individual with excellent computer and Internet skills (for data and file management). She must be Mac-friendly and proficient in Microsoft Suite. Candidate must also possess exceptional organizational abilities, a diligent attention to detail, and the ability to multi-task.

PREFERENCES INCLUDE: An educational background in or current student of Art History, Studio Art, or the Humanities; Experience with print cataloguing, collections management, and archive maintenance; Proficiency in Photoshop and/or QuickBooks.

Duties include but are not limited to:

- Reorganizing and standardizing efficient archival methods for office files (both electronic and hard) with materials regarding press, exhibitions, artists and clients
- Managing phone calls and responding to requests for information
- Preparing Press Kits on artists and exhibitions
- Archiving and maintaining inventory of delicate artworks
- Purchasing supplies as necessary and submitting all office-related receipts to accounting
- Keeping office supplies organized and accessible, such as printing needs (letterheads, inks), blank forms and document templates (contractor sheets, shipment forms), and mailing materials (address labels, stamps, envelopes)
- Retrieving, sorting, distributing or filing company mail
- Overseeing the general organization of office environment

MARKETING INTERNSHIP

REQUIREMENTS: Ideal candidates are currently students in Art History, Art, or Museum Studies, and have professional experience in the commercial art sector (such as the art gallery and art fair scene). Although the Serie Project is a nonprofit, it hopes to apply art sale strategies to increase its revenue. Candidates may alternatively or additionally have an educational background in Marketing, Non Profit Management, Business or related fields. Candidates must be Mac friendly with experience in marketing to both non-profit and for-profit organizations. She is a self-starter with a desire to help a small non-profit expand its support base.

Duties include but art not limited to:

- Creating and distributing marketing packets to galleries and stores, detailing art consignment and sales opportunities
- Understanding the niche of Serie Project prints in the art market as well as in other markets, and carrying out the appropriate sales angles for different venues
- Creating and maintaining institutional contacts including those at museums, galleries and universities
- Working with the Arts Administrator to plan and execute events such as auctions or fundraisers
- Working with Arts Administrator and Marketing Staff to publicize the Serie Project and its events

ADDITIONAL SPECIFICATIONS: This position would be ideal for those interested in pursuing a career in art gallery press relations or in Latin American contemporary art; it would build their experience with tasks such as writing press releases and conducting art marketing strategies.