

QuincyArtCenter

Education/Exhibit Internship Description This is not a paid position.

This intern reports to the Executive Director & Curator and will work with the Art Education Coordinator, Art Instructors, and Exhibition Preparators. This intern should have a deep interest in community art programs through exhibits and education. Some of the programs the intern may be assigned to are the smART Kids: Art Mentor Program, Classes, Workshops, Tour and Hands-On Connection, Summer Art Camp, Community Outreach, Art Parties, Paint Your Own Pottery, and exhibit installation. Certain tasks expected of the intern will depend on the season of internship.

Responsibilities

Year Round

- Set internship hours and determine specific program assignment with the Executive Director.
- Remain courteous and kind towards members/students/instructors/volunteers at all times.
- Attend Education and Exhibit Committee Meetings
- Assist with guided tours
- Participate in community outreach projects, such as providing free art activities on-site
- Assist instructors in children and adult programs
- Complete weekly studio maintenance tasks
- Make calls, answer phones and take messages when needed
- Evaluate your experience as an intern by writing a statement that would be used to further this internship and possibly be used in QAC marketing
- Assist with exhibit installation

Specific for Fall

- Plan, propose, and implement a free art project at ArtFest
- Assist in the planning and set up of ArtFest as needed
- Participate in the smART Kids: Art Mentor Program as an art mentor, attend training meetings, this includes assisting or teaching art lessons in the gallery, studio and school classrooms
- Assist with Art Crawl preparations and implementation (local gallery crawl)
- Assist with the Mary S. Oakley and Lee Lindsay Area Artists Competition, including accepting and organizing submissions, assisting the judge, working opening reception/awards ceremony, and assisting artists with pick up of art work

Specific for Spring

- Participate in the smART Kids: Art Mentor Program as an art mentor, attend training meetings, this includes assisting or teaching art lessons in the gallery, studio and school classrooms
- Help with Dogwood Parade float to market QAC programs
- Assist in the planning and implementation of the Annual High School Art Competition Exhibit, including contacting schools, art teachers, students, accepting and organizing submissions, assisting the judge, working opening reception/awards ceremony, assist with pick up of art work

Specific for Summer

- Assist instructors in Art Camp classes
- Participate in the Midsummer's Art Faire preparation and hands on art projects on site
- Assist with compiling statistics for the Annual Report