



# THE JOSEPH SAXTON GALLERY OF PHOTOGRAPHY

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## STUDENT INTERNSHIP POSITION DESCRIPTION

### COLLECTIONS INTERN

HOURS: 15 HOURS PER WEEK PLUS EVENTS

SAMPLE SCHEDULE: WEDS. THROUGH FRI. 12-5PM

PERIOD: JANUARY 5TH - APRIL 9

PAY: UNPAID

STATUS: OPEN

### POSITION DESCRIPTION

THIS POSITION SHADOWS THE GALLERY'S PREPARATOR CLOSELY, ALONG WITH THE CURATOR AND EXECUTIVE DIRECTOR, WORKING DIRECTLY WITH PIECES FROM THE COLLECTION. THE COLLECTIONS INTERN WILL ASSIST THE PREPARATOR WITH INVENTORYING AND ARCHIVING NEW ACQUISITIONS, MAINTAINING THE COLLECTION, AND PRODUCING NEW EXHIBITIONS. THE INTERN IS ALSO RESPONSIBLE TO HELP WITH CLERICAL DUTIES SUCH AS MAINTAINING CONTACT INFORMATION FOR CLIENTEL, ASSISTING WITH CORRESPONDENCE, TAKING PHONE CALLS, GREETING GUESTS, HELPING WITH OPENING AND CLOSING PROTOCOL, AND MANAGING GALLERY EVENTS SUCH AS FIRST FRIDAY CELEBRATIONS. COLLECTIONS INTERN WILL ASSIST IN PREPARING PIECES FOR ONLINE SALES, AND PACKAGING WORKS FOR SHIPMENT. DEPENDING ON THE CANDIDATE'S SKILL SET, SOME GRAPHIC DESIGN AND MARKETING OPPORTUNITIES MAY EXIST.

### NECESSARY QUALIFICATIONS

ABILITY TO USE MICROSOFT OFFICE AND PHOTOSHOP COMPETENTLY IS A MUST, EXPERIENCE WITH ADOBE LIGHTROOM AND INDESIGN PREFERRED. KNOWLEDGE OF CAMERA MECHANICS, PHOTO HISTORY, PHOTO LITERACY, AND PHOTO COLLECTING A PLUS AS IS EXPERIENCE WITH DIGITAL PRINTING, MATTING, AND FRAMING.

### SELECTION PROCESS

INTERN CANDIDATES MUST SUBMIT AN APPLICATION, AN ARTIST'S STATEMENT OR COVER LETTER, AND A RESUME OR CV INCLUDING EXPERIENCE WITH MICROSOFT AND ADOBE PRODUCTS. CANDIDATES MUST BE INTERVIEWED BY THE GALLERY CURATOR AND EXECUTIVE DIRECTOR. INTERVIEWEES SHOULD BE READY TO PRESENT A PORTFOLIO OF AT LEAST TEN PHOTOGRAPHS (PHOTOGRAPHY STUDENTS ONLY), GRAPHIC DESIGNS (MARKETING STUDENTS ONLY), OR RESEARCH SAMPLES (CURATORIAL STUDENTS ONLY).

### COMPENSATION

INTERNS WILL RECEIVE ANY ONE BOOK OF THEIR CHOICE FROM THE BOOKSTORE (UP TO A \$50 VALUE), A PERSONAL LETTER OF RECOMMENDATION FROM THE EXECUTIVE DIRECTOR, PERSONAL WORKSPACE, PERSONALIZED BUSINESS CARDS, ACCESS TO STUDIO SPACE, A LUNCH STIPEND (UP TO \$10 EACH, FOUR TIMES PER MONTH), AND A WHOLESALE DISCOUNT ON ALL PRINTING AND FRAMING SERVICES.

AS A MENTORED POSITION, INTERNS WILL HAVE ACCESS TO THE GALLERY'S CURATOR ON A REGULAR BASIS TO GO OVER PERSONAL WORK, ADVISE ON HOW TO PROGRESS, AND FOLLOW WORK THROUGH FROM CAPTURE TO PRINT. THE INTENDED OUTCOME OF THE INTERN'S TIME AT THE SAXTON GALLERY IS TO PRODUCE A BODY OF WORK SUITABLE FOR EXHIBITION.