



Gallery 220 Curatorial Internship

JOB DESCRIPTION: Assist the gallery and curator with curatorial operations to take the show from concept to full gallery exhibition. Please reference the "About Gallery 220" section to learn about the gallery's mission.

POSITION TYPE: Part Time, 10-15 hours per week.

DURATION: Rolling quarterly (example: Sept - December) with potential to extend.

COMPENSATION: This is an unpaid internship, however successful completion of internship will result in the executive director issuing formal letters of recommendation to the parties of your choice.

RESPONSIBILITIES:

- Assist with sending calls to art and press releases to established outlets and seek out additional channels.
- Organize lists and data sets into spreadsheets and documents
- Work with established databases to manage data including but not limited to: art piece titles, measurements, and prices as well as artist bios, statements, and contact information
- Edit gallery program to reflect current show
- Run the welcome front desk of the gallery for a minimum of two shifts per week, scheduling subject to further discussion
- Work with Gallery Committee and / or curator on upcoming shows to support execution of concept, design and layout as needed.

REQUIRED SKILLS & EXPERIENCE:

- Familiarity with Google Suite including gmail, google drive, sheets, and docs
- Exhibit professional etiquette in written and oral communication with artists, guests, and other members of the Arts Collective and Gallery.
- Organization and attention to detail

EXPECTATIONS:

- 10-15 working hours per week, including two shifts staffing the welcome desk at the gallery
- Timeliness for shifts and work duties
- Respect and excellent communication with all curators, guests, volunteers, and members of the organization

ORGANIZATION STRUCTURE:

The Havre de Grace Arts Collective (HAC) was established as a 501(c)3 non-profit in 2017. Our mission is to bring the arts, live entertainment, and a sense of creative culture to the City of Havre de Grace and surrounding region. The Arts Collective is responsible for managing Havre de Grace's Arts & Entertainment District and the Public Art Plan through the efforts of our Public Art Committee. We also operate as the parent organization for the Arts By The Bay Co-Op and gallery and the newly opened Gallery 220 on North Washington Street. The Arts Collective's vision for 2023 and beyond includes a new emphasis on supporting the A&E District; developing new educational and enrichment (offstage) programming for the betterment of our community; continuing with select onstage programming and live entertainment; and expanding the creative opportunities for all artists through Gallery 220 and Arts By The Bay.

About Gallery 220:

Gallery 220 provides a high-level, professional, creative gallery exhibition space for the benefit of the community and of the exhibiting artists. We also seek to collaborate with, and uplift, other local galleries and art studios in the area in terms of coordinated exhibitions and art crawls to make Havre de Grace a premiere art destination of the Mid-Atlantic.

Gallery 220 not only serves as the new headquarters for the Arts Collective.... Through a combination of curated art exhibitions and arts programming that educates, empowers, and entertains our community, we aim to become a creative hub for Havre de Grace's entire A&E District.