

GALLERY
102

INTERNSHIP PROGRAM
2018-2019

Gallery 102

Internship Credit System

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- Gallery 102 offers up to three highly competitive internship positions for the Fall and Spring semester. (See Positions & Responsibilities PDF below for details).
- Students are eligible to earn up to two credits per semester.
  - 10 hrs/week = 2 credits
  - 6 hrs/week = 1 credit
- During the course of the Fall semester, students are evaluated using a mid-term and final progress report. It is up to the discretion and evaluation of the Director of Gallery 102, in conjunction with Studio Arts & Art History Advisors, to determine whether a student is eligible to continue on to the Spring semester and earn an additional two credits.
- Only the first two credits (Fall semester) are eligible to count towards a student's major requirements. The subsequent two credits (Spring semester) are elective credits and can only count towards the overall 120 credits needed for graduation.

GALLERY  
102

# GALLERY 102

## COMMUNICATIONS INTERNSHIP

10 HOURS/WEEK | 2 CREDITS

AUGUST 27 - DECEMBER 7, 2018 (13 WEEKS)

Gallery 102 is seeking a motivated, professional, and efficient communications intern. The intern will work directly under the Director of Gallery 102 and will complete the following tasks:

- Prepares, manages, and sends all press releases for Gallery 102, including exhibition announcements, opening/closing receptions, performances, artist talks, and other programmed events.
- Coordinates with curators, curatorial intern, and other associated parties to gather all information for press releases, Facebook events, and other PR materials.
- Works directly with graphic designer to acquire needed information, graphics, and PR materials to use on press releases, Instagram, and Facebook.
- Prepares and sends correspondence to news outlets, magazines, and publications in order to request reviews, and exhibition mentions.
- Oversees and manages the Gallery 102 Instagram and Facebook. Including, but not limited to, creating individual Instagram posts, Instagram stories, and Facebook events for all programmed events - all in conjunction with the support and guidance of the Director.
- Develops and executes social media campaigns that highlight current and future exhibitions, DMV-area artists, arts at GW, Corcoran alumni, and BTS footage of both Gallery 102 and the Student Exhibitions Committee.
- Helps, when necessary, in opening and closing the physical space and staffing programmed events.
- Performs other work related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

To be considered, please send a cover letter and CV to [gallery102@gwu.edu](mailto:gallery102@gwu.edu). Cover letter should indicate past relevant experience. **Applications are due Monday August 6, 2018 COB.**

# GALLERY 102

## **CURATORIAL INTERNSHIP**

**10 HOURS/WEEK | 2 CREDITS**

AUGUST 27 - DECEMBER 7, 2018 (13 WEEKS)

Gallery 102 is seeking a motivated, professional, and efficient curatorial intern. The intern will work directly under the Director of Gallery 102 and will complete the following tasks:

- Oversees and manages the administrative logistics for every exhibition. This includes, but is not limited to, gathering artist bios, headshots, image lists, and identifying information.
- Manages the pick-up/drop-off and shipping both to and from of work for every exhibition.
- Manages the completion of honorarium forms, W9's, and loan agreements for each artist.
- Maintains all communication with artists as a representative of Gallery 102, with the help and assistance of the Director.
- Arranges the pick-up of catalogues, posters, window signage, and other deliveries for Gallery 102.
- Helps, when necessary, in opening and closing the physical space and staffing programmed events.
- Performs other work related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

To be considered, please send a cover letter and CV to [gallery102@gwu.edu](mailto:gallery102@gwu.edu). Cover letter should indicate past relevant experience. **Applications are due Monday August 6, 2018 COB.**

# GALLERY 102

## **LEAD PREPARATOR & OPERATIONS INTERNSHIP**

**10 HOURS/WEEK | 2 CREDITS**

AUGUST 27 - DECEMBER 7, 2018 (13 WEEKS)

Gallery 102 is seeking a motivated, professional, and efficient lead preparator and operations intern. The intern will work directly under the Director of Gallery 102 and will complete the following tasks:

- Oversees and manages the installation and de-installation of exhibitions.
- Maintains, organizes, and keeps inventory of the Gallery 102 Supply Closet, notifying the Director of any supply needs and/or other concerns.
- Maintains the physical space of Gallery 102, ensuring a clean and presentable space for every exhibition and programmed event.
- Oversees and manages other volunteer preparators. Including, but not limited to, scheduling volunteers for every install and de-install, ensuring adequate support, etc. Serves as liaison between volunteer preparators and Co-Chairs/Director.
- Coordinates routine cleaning of Gallery 102 including repainting of walls back to white, cleaning of floors, windows, and window sills.
- Coordinates and meets with curators, co-chairs, and/or Director to determine special installation requirements and/or materials needed for each installation. If any requests are required, they must be submitted to the Director in a timely manner.
- Helps, when necessary, in opening and closing the physical space and staffing programmed events.
- Performs other work related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

To be considered, please send a cover letter and CV to [gallery102@gwu.edu](mailto:gallery102@gwu.edu). Cover letter should indicate past relevant experience. **Applications are due Monday August 6, 2018 COB.**

**APPLICATION:**

Name (First & Last): \_\_\_\_\_

GWID: \_\_\_\_\_ Email: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Phone #: \_\_\_\_\_

Indicate Internship Position (if you are interested in more than one, please rank them):

\_\_\_\_ Communications Intern

\_\_\_\_ Curatorial Intern

\_\_\_\_ Lead Preparator & Operations Intern

Have you served on the Student Exhibitions Committee before?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain your role:

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Include the following as one (1) single PDF:

1. Cover Letter
2. CV/Resume
3. Unofficial Transcript

**EMAIL COMPLETED APPLICATION TO [GALLERY102@GWU.EDU](mailto:GALLERY102@GWU.EDU)**  
**INCLUDE SUBJECT: GALLERY 102 INTERNSHIP APPLICATION**

**APPLICATIONS ARE DUE BY FRIDAY AUGUST 17 COB**