



**The Gallery Intern** position is open to full-time undergraduate students, full-time graduate students, and recent graduates desiring firsthand knowledge and experience in a nonprofit contemporary art setting. The successful candidate will work closely with the Gallery Coordinator and Curator to contribute to the presentation of Blue Star Contemporary's onsite and satellite exhibitions, maintain the integrity of the artwork on loan, and learn about managing BSC's facilities to maintain a safe and welcoming environment for participants and artists. The Gallery Intern will take part in the intake and registration of artworks and learn first-hand the skills needed during the installation and de-installation of an art exhibition. During certain seasons the Gallery Intern may assist with preparing the gallery for special events, and off-site and special exhibitions. This position is unpaid, and students may be eligible to receive internship/practicum hours credit.

### **Principle Duties and Responsibilities**

- Prepares the galleries, artworks, and associated exhibition materials for public exhibition, including lighting, painting, and framing
- Fabrication, design, and construction of gallery furniture
- Learning safety procedures
- Preparing artworks for storage and transport

### **Specific Qualifications**

- Student majoring in studio art, art administration, or art history preferred
- Interest in working behind the scenes in an art gallery or museum environment
- Excellent written and verbal communication skills
- Critical thinking skills
- Ability to use basic power tools
- Ability self-manage
- Ability to work in a team/group environment

### **Additional Information:**

Guided by its mission to inspire the creative genius in all of us by nurturing artists, BlueStar Contemporary is a dynamic, innovative destination for contemporary ideas.

BSC is proud to be an equal opportunity workplace for interns and employees. Applicants for internships and employment are evaluated according to their experience, talent, and qualifications for the job, without regard to race, religion, color, national origin, ancestry, marital status, sex, sexual orientation, political affiliation, age if forty (40) or over, genetic information, veteran status, or disability.

### **To Apply:**

Please email in PDF format your current resume and a cover letter that describes your skills and experience to meet the qualifications of the position and what you hope to learn from an internship to: [bsc@bluestarcontemporary.org](mailto:bsc@bluestarcontemporary.org). Please include "Gallery Internship" in the subject line.