

seeds gallery

a shop for student and alumni work

Offers 1 Internship for Winter 2010

ARTS 3400 6 studio credits 16 hours a week 60 credit completed prerequisite

SEEDS GALLERY INTERN

The Seeds Gallery Intern will be involved in the behind-the-scenes aspects of operating a commercial gallery and will gain important skills necessary to facilitate an entrepreneurial enterprise. The intern's duties will include the installation and merchandising of artwork, advertising and promotion, pricing of artwork and administrative duties, as well as increasing public understanding and appreciation for the work of NSCAD students and alumni. The intern will be responsible for seeking out and contacting artist(s), installing and promoting a successful "Spotlight at Seeds" storefront showcase. The intern will work directly with the Seeds Gallery Manager and be supervised by the Anna Leonowens Gallery Director.

An ideal candidate for this position will have taken 20th century Art History, have knowledge of a wide range of artistic practices and medias, and possess strong customer service skills.

Duties include:

- basic gallery assistant duties: ringing in sales, recording items sold, general maintenance
- speaking confidently to public about art and artists featured in Seeds Gallery
- assisting with promotion and advertising campaigns
- assisting in keeping up-to-date inventory/artist records
- handling and packaging artwork
- Installing artwork and merchandising
- patching and painting walls
- organizing a two-week "Spotlight at Seeds" storefront showcase

DEADLINE: FRIDAY OCTOBER 23TH

A one-page summative resume with 2 names of references is also required since the selection of intern candidate could be competitive.

For more information, please contact Jen Simaitis at Seeds Gallery
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