



NORTHERN CLAY CENTER

Position: Galleries Intern
Reports To: Sales Gallery Manager
Hours: 4 - 8 hours weekly
Dates: September 2022 - May 2023

Description

Northern Clay Center is seeking an intern to assist in the Sales Gallery and Exhibition programs. This position requires a time commitment of 4 - 8 hours weekly, with a chance for increased hours during installation weeks. Time is to be split between program areas as needed. An internship with Northern Clay Center provides students or recent graduates with valuable experience in arts administration, exhibition installation, and retail business practices. This position will help you develop strong connections with the local arts community and professional artists in the field. It will also provide an opportunity to learn about the best practices and behind-the-scene details of gallery operation.

Requirements

- Familiarity with woodworking, painting, and general construction practices
- Strong writing skills
- Confidence in learning or utilizing Excel
- Organization and attention to detail
- Hard working
- Flexibility and adaptability
- Excellent listening skills
- Positive and productive attitude
- Confidence in handling fine art works
- Must be able to lift 50 lbs.

Responsibilities

Sales Gallery

- Unpacking, packing, and shipping gallery items
- Managing inventory of gallery items
- Providing administrative support
- Assisting with gallery sales
- Social media photography
- Other special projects as assigned Exhibitions
- Installation and de-installation support
- Packing and shipping
- Administrative tasks as assigned
- Cataloging and archiving of press and marketing materials



Application Process

Please use the Google Form found here

(<https://forms.gle/4G7smUd8aNQfrwvM6>) to submit your application. If possible, please submit your documents as a single PDF file.

Your application should include:

- A letter of interest describing your qualifications for the position and how you will benefit from volunteering at NCC
- A simple resume (not more than 1 page) outlining your experience
- Contact information for 2 references who can speak to your interest and/or work ethic

If you have trouble with the Google Form, you can email your application to Rachel Nusbaum at rachelnusbaum@northernclaycenter.org, or mail it to: Northern Clay Center, Attn: Rachel Nusbaum, 2424 Franklin Ave E, Minneapolis, MN 55406.