Art Gallery Internships

Art In FLUX Harlem is a series of Pop-Up Art Galleries launched in Spring 2012 in Harlem. This is an opportunity to be part of a new and innovative concept. FLUX highlights and creates opportunity for artists living and/or working in Harlem; brings art into the center of the community where people walk to work and school, shop and dine; creates a positive use for vacant retail locations; and stimulates a vibrant neighborhood merging art, commerce and community.

The ideal candidate is independent, hard-working, organized, self-motivated and enthusiastic.

Internship Duration of at least Four Months.

RESPONSIBILITIES:

* Reception / greet and engage with guests
* Research artists, organizations, etc. as needed
* Assistance with art handling and installation
* Assist with programming and special events including artist and curator talks, youth programming, wine tastings, etc.
* Answer emails
* Prepare e-mailings to clients, artists, realtors, and other arts organizations
* Press mailings (ie. press releases, blog posts, etc)
* Compose and send emails newsletters
* Website and social media updates
* Opportunity to outreach to artists and propose additional gallery concepts
* Photography and design support

REQUIREMENTS:

* Excellent communication skills, both verbal and written
* Hard working, enthusiastic and self-motivated
* Mature and cheerful attitude
* Proficiency with Word, Excel, Photoshop, and Social Media platforms.
* Previous gallery experience is not necessary, but an interest in the visual arts must be demonstrated.
* Ability to work efficiently with other interns, artists, curators, and advisory board members.
* Commitment of 8-16 hours per week.

To apply, please submit a cover letter and resume to info@artinfluxharlem.com.

Please include "Gallery Intern" and your name in the subject of the email.

646-340-3479