



**INTERNSHIP, UNPAID, AVAILABLE SUMMER 2017
CURATORIAL ASSISTANT TO DIRECTOR**

The Sculpture Center is seeking an intern interested in working closely with the Executive Director as a Curatorial Assistant to assist directly with current and upcoming exhibitions, including assisting artists with installing their artwork and with planning for the all 2017 exhibitions (Window to Sculpture Emerging Artist series). Interning at The Sculpture Center gives an in depth exposure to the complexities of the management of a small arts institution. The internship will run from mid to late May – early to mid-August, 2017.

Sculpture Center interns are usually college level or graduate school students seeking practical, highly varied, working experience in a small, fast paced arts organization or post-graduates wishing to develop additional marketable skills. A background in the studio arts or art history is not required, but is preferred. Interns must have excellent analytical writing skills or skills in art production, be highly motivated and able to work independently and accurately, and be comfortable interacting with the public and providing verbal interpretations of exhibitions. A good understanding of digital photography and a photo editing program is highly desirable.

Internships are geared to the skill sets and interests of each intern and may include registrarial work, interpretative writing for exhibitions, corresponding with and working directly with artists to install and deinstall their exhibitions, preparing databases of exhibition information, educational outreach to the public, updating our websites and social media accounts, and other marketing tasks including preparing Evites and press releases.

Interns are expected to assist artists with their exhibition installations as much as their schedules allow, assist at openings and other events, and manage the galleries on occasional Saturday afternoons for 4 hours. A commitment of between 10 and 15 hours a week, at least, is required. We regret that we are unable to pay interns.

Interested people should initially email Ann Albano, Executive Director + Chief Curator, at The Sculpture Center with an expression of interest and reasons for wanting to work at The Sculpture Center, resume, writing sample, and proposed timeframe of availability. Final decisions are based on an interview and two letters of reference. Please call Ann Albano if you have any questions before applying.

Ann Albano, Executive Director + Chief Curator
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