



Interning with the Cornelius Arts Center is a great way to gain experience in arts administration, gallery management, curation, art education, program design and marketing for the arts. Our internship program includes shadowing opportunities with professionals in the field. It also offers résumé reviews, experiential learning opportunities and professional development sessions with the center's manager. Internships for college credit are available through the center's program. This program allows interns to experience all facets of the center while integrating individualized projects based on the intern's specific areas of interest and expertise. The Center's internship program does not offer stipends or travel pay although parking is free. Interns are required to work at least 12 hours per week in order to offer interns a thorough and valuable learning experience. Interns must be 18-years-old or older to apply.

**Job Duties:**

- Conduct research regarding programs, marketing, supplies, exhibitions, processes and other topics as requested. Create thorough reports that summarize research on selected topics.
- Complete projects to evolve the center and its programs as assigned.
- Communicate with customers and students representing the center professionally.
- Assist with gallery installations including painting, hanging art and other gallery tasks.
- Assist in the management of the facility including the organization of the studios, storage areas, front desk and other areas of the building.
- Represent the center professionally while greeting customers at the reception desk occasionally.
- Act as a teaching assistant throughout summer camps including conducting lessons, preparing art project materials and assisting students throughout the creative process.
- Travel to satellite locations to assist with summer camps that take place within local schools & organizations.
- Document summer camps by taking photographs of camps and capturing testimonials.
- Manage groups of students during camp breaks and prior to the start of camps.
- Develop unique marketing materials such as videos, animations and/or stories.
- Assist with public art projects through scouting sites, researching artists and documenting the town's public art displays.
- Assist with setting up for events, classes and summer camps.
- Complete other duties as assigned.

**Preferred Experience:** Customer service, Data Entry, Organization, Initiative, Multi-tasking, Gallery, Social Media & Web Design, Microsoft Word & Publisher (Photoshop and Excel are a plus)

Send résumés and cover letters to [mellison@cornelius.org](mailto:mellison@cornelius.org) w/ Intern Application as the subject.