

## **Programming and Exhibitions Internship**

### **Term: Summer 2021 (June-August)**

10-20 hours per week (hours are flexible)

Academic Credit is available, if needed

### **About the Fort Worth Community Arts Center:**

The mission of the Fort Worth Community Arts Center is to provide a quality event, visual and performing arts venue for our community. The Arts Council of Fort Worth manages the Arts Center, which includes nine galleries, artist studios, offices, W.E. Scott Theatre, and the Hardy and Betty Sanders Theatre.

### **Internship Summary:**

This internship is a good steppingstone into the field of arts administration where one will have the opportunity to engage closely with the community and a range of special projects. The Programs and Exhibitions intern will work under the direct supervision of the Arts Center's Programs and Exhibition Manager. The intern's responsibilities will include the installation/de-installation of our galleries, updating various websites and media postings, assistance in the creation of gallery contracts, and working with the Arts Center's artists and guests.

While the Programming and Exhibition internship will focus on these key areas, it is important to Arts Fort Worth that each intern has the opportunity to experience all of facets of an arts nonprofit, and this position will also shadow other Arts Council employees during the three-month period.

### **Qualifications:**

- Poised and professional demeanor
- Detail-oriented with organizational skills
- Strong computer skills including Microsoft Word, Excel, and Outlook
- Basic computer design skills, familiarity with Adobe Photoshop and Illustrator is preferred
- Excellent written and speaking communication skills
- Ability to multi-task, work under pressure and meet required deadlines

To apply, please email a cover letter and resume to [nlopez@artscouncilfw.org](mailto:nlopez@artscouncilfw.org)