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COLUMBIA ART GALLERY INTERNSHIP
PO Box 1543 • Hood River, OR 97031

Internship Dates: June 14 - September 30

Part time: Mondays and Tuesdays, 15 hours per week (days negotiable)

Stipend: \$1,500

Columbia Art Gallery is seeking a Summer Intern who can assist in a variety of capacities. Responsibilities will include customer service, art retail sales, inventory documentation, and other clerical services. The objective of the internship program is to offer practical gallery training experience to individuals interested in pursuing careers in the arts as well as professional development skills applicable to any career. Interns gain a general knowledge and broad understanding of how a gallery functions within the context of a non-profit Art Center as well as specific skills related to operating and maintaining a gallery.

ELIGIBILITY

Applicants must be graduating high-school seniors (Class of 2010) or students currently enrolled in college between the ages of 17 and 24. One outstanding applicant is selected for the position. Applicants must also commit to the time line outlined below. Some flexibility is allowed for early departure to school or a planned family vacation, but generally it is our hope and expectation that any time missed will be made up earlier in the summer.

Preference may be given to applicants who have:

- Strong ability to work independently;
- Ability to diagnose problems and self-initiate solutions;
- Writing and editing, word processing and computer skills;
- Experience researching the internet for information;
- Excellent verbal communication skills;
- Demonstrated ability to work with frequent interruptions and follow through with tasks
- Ability to coordinate multiple projects and assignments, deal with a broad variety of people at all levels in pressure situations, and exercise confidentiality and discretion as appropriate.

CHECKLIST

- Completed Internship Application Form (attached)
- Current Transcript
- Current Resume

IMPORTANT DATES

May 15 – Applications must be postmarked by this date

May 22 – Notification emailed, top applicants are scheduled for interviews

May 25-Jun 2 – Interviews

June 5 – Notification emailed

June 14 – Orientation Begins

September 30 – Internship Ends

ORIENTATION

This internship commences with a one week orientation. Orientation involves an introduction to the components of the Art Center curatorial, educational, and operational structure of the Gallery and intensive sales training. In addition to contributing to seminal activities in the Art Gallery, interns will be prepared to assist visitors on all aspects of the Art Center's activities and be expected to attend the bi-monthly staff meetings and First Friday Gallery Openings.

STIPEND

Although academic credit can often be arranged through interns' own colleges and universities, summer internships are typically unpaid. However, the following stipend award is made possible through the generous contributions of gallery artists toward the Internship Fund. If requested, the selected Intern will also receive a Letter of Recommendation of from the Art Director of Columbia Art Gallery.

Stipend: \$1,500

ABOUT US

Columbia Arts is an independent 501(c)(3) organization that owns and operates the Columbia Center for the Arts in downtown Hood River. The Center utilizes a 141-seat black-box Theater, an Art Gallery, and its Education/Outreach program to serve virtually every segment of the Gorge community - students, adults, seniors, under-served populations, professional and emerging artists, local businesses, and visitors through live performances, gallery shows, art-based workshops, classes and other events. Last year, more than 11,000 visitors came through the Gallery to see the works of 230 different local and regional artists; 3,500 patrons saw shows in the Theater; and, more than 700 students of all ages participated in classes/workshops in the Studio and in the community. While we are located in Hood River, we serve the communities, residents, and visitors throughout the Mid-Columbia region - from Cascade Locks to The Dalles on the Oregon side, and from Stevenson to Goldendale on the Washington side.

INFORMATION

We have tried to ensure that the application information and instructions are clear and complete. If you have questions, contact Columbia Art Gallery at gallery@columbiaarts.org and put INTERNSHIP in the subject line. All questions should be made attention to Catherine Kiewit, Art Gallery Director.