

Chicago Art Source Internship

The Program: Chicago Art Source gives students hands-on training in their field of interest. Interns learn about day-to-day operations in running a successful art gallery. Interns must commit to working a minimum of 8 hours per week for four months. It is an unpaid internship, and a successful internship will not necessarily translate into permanent employment; however, interns are given the same consideration as other candidates when job opportunities arise.

Learning Objectives include the following.

- Learn about both residential and corporate art gallery sales
- Research and assist in sourcing artwork
- Become skilled at maintaining internal database of images and archiving
- Gain an understanding of how profit-driven art galleries function

Additional Responsibilities include the following. Other duties may be assigned.

- Cordially greet visitors
- Provide information for visitors to the gallery
- Handle and prepare artwork for purchasers
- Support Art Gallery Director
- Assist with gallery promotional materials and communications
- General office duties, data entry, & administrative support

Qualifications/Requirements:

- Must be available for occasional social / professional commitments outside of normal gallery hours
- Ability to speak effectively with people in a gallery setting.
- Proficient using MS Office.
- Desire to gain knowledge of operations in a for-profit organization
- Must be proactive in learning and willing to bring new ideas to colleagues.
- Creative Suite skills a plus.

Education/Training/Experience

- Work and learning objectives will be reviewed on a monthly basis
- College credit and professor contacts should be discussed, it is the student's responsibility to make sure the Art Director has all necessary contacts and information.

Please email your resume to: hire@holtgroup.com