



Internships have been part of the Art Center for many years, and we have a commitment to internships in our strategic plan. Internships are important in supporting the developing careers of people interested in the nonprofit sector generally and of artists and arts managers specifically. Providing opportunities for people in the visual arts is directly related to the organization mission.

Ann Arbor Art Center internships are 2-3 months in duration, about fifteen hours a week. Depending on the project, the hours and time commitment are flexible. Internships are project-oriented and designed to give an intern direct experience in project management that makes substantial progress or completes a project for the Art Center. For example, in the education department you might complete research on course pricing throughout our competition, compile a report and make recommendations. You might research culturally based art projects, recommend on new projects and work through the initial project design. In marketing an intern might develop our children's holiday card competition and the marketing materials to sell the cards to companies in the area come summer.

Internships are unpaid. The internship will give you substantive experience with a department and specific project. It is our intent that while internships accomplish goals for the Art Center, they also give the intern a resume and skills building experience. You may list the Art Center as a reference upon successfully completing the internship and can participate in any aspects of the organization—staff meetings, board meeting and the like to get full exposure to the nonprofit organizational environment.

If you wish to apply, please send a resume to mchamberlin@annarborartcenter.org with Internship in the subject. Alternatively, mail a resume and cover letter to the Marsha Chamberlin, Ann Arbor Art Center at 117. West Liberty, Ann Arbor 48104 or fax it to 734-994-8004.

General Descriptions of Internships

Below is a general description of types of internships. Specific project information is available by request to the above email address.

EDUCATION DEPARTMENT: Assist with the development and operations of visual arts courses and community outreach programs. You may do everything from develop original work for use in the program to distribute publicity around town. . Qualifications: Strong communication and interpersonal skills, flexible and able to multi-task, computer skills and professional appearance, fine arts, art history, or educational background helpful. Interview required. Hours/schedule will be decided at the beginning of the internship with a minimum commitment of 10 hours per week.

EXHIBITIONS: Assist in daily operations including exhibit installation, preparations for gallery receptions, marketing, client and artist services. . Qualifications: Professional appearance, strong communication and inter-personal skills, some sales experience

helpful, fine art/art history background strongly desired. Interview required. Hours/schedule will be decided at the beginning of the internship with a minimum commitment of 10 hours per week.

GALLERY SHOP: Learn about selling art and retail sales by assisting shop managers with sales and inventory management.. Qualifications: Basic computer skills, strong customer service skills, pleasant and competent phone manner, detail oriented, and committed to keeping scheduled days and times. Hours/schedule will be decided at the beginning of the internship with a minimum commitment of 10 hours per week.

ART CENTER MARKETING: Build marketing experience by writing press releases, assembling media kits, development of marketing plans, advertisements, brochures, data input. Qualifications/skills: Database programs (FileMaker Pro), MS Word, Excel, ability to follow through on projects, excellent communication skills, strong work ethic, ability to work independently as well as part of a team. Interview required. Hours/schedule will be decided at the beginning of the internship with a minimum commitment of 10 hours per week.

GRAPHIC DESIGN: Assist in creating promotional materials to promote Art Center programs and activities. Qualifications: Familiarity with and/or proficient in Quark Xpress, Photoshop and Illustrator; dependable, well organized, attentive to detail and deadlines; committed to working as a productive member of a team, as well as independently.

SPECIAL EVENTS: Assist the Special Events Manger in planning and implementing annual fund raisers such as the Sommelier Dinner in November and WineFest in May to raise funds in support of Ann Arbor Art Center programs in the visual arts. Qualifications: Strong communication and writing skills; familiarity with Microsoft Word and Excel; knowledge of FileMaker Pro also helpful, but will provide basic training as necessary; dependable, well-organized, attentive to detail and deadlines; committed to working as a productive member of a team, as well as independently.

DEVELOPMENT DEPARTMENT: Donor relations and donor development are essential to the success of a nonprofit. Work with the Development staff to execute membership campaigns, research prospects, execute donor events and all that it takes to support the generosity of the community. Qualifications: Excellent writing skills, public relations aptitude and a great attention to detail.

RECEPTION DESK STAFF: Work in the hub of the Art Center customer service registering people for course and handling other inquiries to promote the Art Center. This position will teach you about a nonprofit in a broad way because you will deal with every aspect of the organization. Qualifications: a love of multi-tasking and variety of work. Intern must have very strong customer service skills with a very positive attitude; a quick learner and enthusiasm for promoting the Art Center programs.

OPERATIONS: Developing data to help the planning and analysis of the organization is central to working in operations. Qualifications: Command of Excel business and/or accounting background.