

## Art Administration Intern

Fall 2018

August 20th – December 7th

Application Deadline: July 30, 2018

108|Contemporary is a non-profit community arts organization that supports Oklahoma's contemporary fine craft artists by connecting them to audiences and opportunities through education, recognition, and exhibition programs. 108|Contemporary, in partnership with many local foundations, members, and individual funders, is a vibrant center for investigation and dialogue that helps expand the definition and exploration of craft. Through dynamic exhibitions and provocative public programming the organization advances the conversation of the role of craft and design in contemporary culture while at the same time honors the history of the craft movement and Oklahoma's Native American traditions.

108|Contemporary is seeking an intern to assist with day-to-day operations within the gallery. The ideal candidate will have a thirst for learning as well as an appreciation for the arts and fine craft. The intern will work closely with staff and assist in office related responsibilities as well as greeting visitors. This position is unpaid.

What you will learn:

- How to address visitors and discuss exhibitions
- How to create craft kits for each exhibit
- Basic clerical work
- Sales methods within the gift shop
- Basic operations within a non-profit gallery setting

What we require:

- Strong communication skills
- Personable to guests
- Ability to retain information about exhibits
- Some art related background
- Must be available to work openings on the first Friday of every month
- Must be available to work 5-10 hours a week

Preferred Experience:

- Social media
- Strong writing skills

Please submit a resume and cover letter explaining what you hope to get from the internship and how it will benefit your career goals. Visit our website for deadlines.

Contact: Jen Boyd, Assistant Director, [jen@108contemporary.org](mailto:jen@108contemporary.org)

*108|Contemporary is an equal opportunity employer committed to principles of the broadest form of diversity.*

108 East Matthew Brady St, Tulsa, OK 74103 | [www.108contemporary.org](http://www.108contemporary.org) | 918-895-6302

