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1224 Quincy St NE - Minneapolis, MN 55413 - 612.378.8888 - [contact@alteredesthetics.org](mailto:contact@alteredesthetics.org)

*Altered Esthetics works to sustain the historical role of artists as a true voice of society through our exhibits, events, services, workshops and programs.*

Altered Esthetics is a cumulative idea born from many inspirational sources. Human history as well as the current state of the arts community has created the need. The cumulative work of artists and volunteers has created the resource. Altered Esthetics is entirely volunteer-driven and has a fantastic board that helps steer and encourage the organization and the artists we serve.

### **ASSISTANT GALLERY DIRECTOR INTERNSHIP PROGRAM**

Current trends in the Gallery and Museum Exhibitions job market show that new directors are expected to have not only a background in the arts, but also a background in business, fundraising, and marketing. To provide opportunities for learning and experience in this area, Altered Esthetics has developed a new internship program. Our Assistant Gallery Director internship program offers interns training, mentorship, and hands-on experience in fundraising, grant writing, and nonprofit management as well as curating high-quality multiple-medium group shows.

Interns may choose to focus on a variety of areas including: fundraising, non-profit management, marketing and PR, or another personalized program. All Assistant Gallery Director interns will gain hands-on experience in gallery operations including management, research, marketing, PR, advertising, community outreach, installation, curating and special events. He or she will assist and support Directors with a variety of ongoing projects and daily management. Marketing and promotional activities at Altered Esthetics are street based, web based and gallery based. Some weekend hours will be required. The goal of the internship program is to provide opportunities for training within a non-profit visual arts organization. The internship program allows participants to assume professional-level responsibilities, receive training and guidance from gallery professionals, and understand how a non-profit arts organization functions. Our active annual exhibition schedule provides many opportunities for active learning in a dynamic environment.

#### **Hours:**

Approximately 16-20 hours a week  
Tuesdays & Thursdays 1pm-7pm  
Occasional Saturdays 1pm-5pm  
Track A - 6 months  
Track B - 1 year (recommended)

#### **Qualifications:**

High School Diploma required, some college preferred  
Detail orientated with excellent organizational skills  
Verbal and written communication skills a must  
Basic Computer skills - Word, Excel, Access, Outlook, Firefox / Explorer  
Adobe PhotoShop & Illustrator experience a plus  
Arts background, training, or previous gallery experience a plus

**Training Provided:**

Ongoing training will be provided on-site. Specific off-site seminars in arts, nonprofit management, grant writing & fundraising as applicable.

**Depending on selected focus, responsibilities can include:**

- Assisting the gallery director and curators with the selection of art and organization for upcoming shows
- Receiving incoming artwork and processing incoming shipments
- Receiving, sorting, and cataloguing artwork for exhibitions
- Assist artists with exhibition contracts and exhibition processes
- Assistance with promotions and press releases
- Assistance hanging and lighting shows
- Attending opening receptions, assisting with set-up, guest & artist relations
- Assistance with show closing procedures
- Packaging and returning artwork to out-of-state artists
- Grant reviewing, editing and writing
- Work with Curators and Director as applicable
- Holding gallery hours during exhibition runs
- Sales processing
- Donations processing
- Assistance in coordinating Annual Fundraiser and/or Annual Appeals
- Sponsorship coordination
- Assist in maintenance of patron and artist databases
- Archiving exhibitions
- Post and pre-show gallery maintenance
- Assist collecting and organizing press clippings
- Office/administrative

**Compensation:**

Compensation will be extensive education in curatorial studies, nonprofit management & development, training and letters of recommendation from the Director as applicable. Altered Esthetics is a volunteer driven organization. Internships are unpaid, in compliance with the Fair Labor Standards Act. (resources:

[http://www.compliance.gov/employeeights/def\\_fairlabor.html#9](http://www.compliance.gov/employeeights/def_fairlabor.html#9))

To view our upcoming exhibition schedules please visit: [alteredesthetics.org](http://alteredesthetics.org)

**To apply send a completed application form with resume or C.V. to:**

[contact@alteredesthetics.org](mailto:contact@alteredesthetics.org) or

Altered Esthetics

1224 Quincy Street NE

Minneapolis MN 55413

## INTERNSHIP APPLICATION FORM

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To apply for the internship program please send the following information along with your resume via e-mail to [contact@alteredesthetics.org](mailto:contact@alteredesthetics.org) or by regular mail to: Altered Esthetics - 1224 Quincy St. NE - Mpls MN 55413

### Applicant Information

Name:

Date:

E-mail:

Phone:

Address:

Requested term:

### School Information (as applicable)

Institution Name:

Advisor Name:

Phone #:

Education emphasis (major or graduate field):

***Please answer the following questions.***

*You can answer using this form or additional pages as needed.*

1) Why pursue an internship at Altered Esthetics?

2) What are you seeking most in your internship program?

3) Keeping in mind that you will be receiving the training and professional skills applicable to the field in which you will be working, what might *you* bring to Altered Esthetics that would make you a valuable member of our organization?

4) Describe what you understand the role of arts to be in the community.