



a project of Foundation Art Divvy

## FOUNDATION INTERNSHIP POSITION DESCRIPTION

### SUMMARY

The Intern will provide assistance under Foundation Art Divvy as part of the Art Internship Program for 6-7 weeks, both as a means to earn valuable experience and knowledge to further one's career in the art field.

### EXPECTATIONS OF EMPLOYEE

- Adheres to the Policy and Procedures set by the department under Foundation Art Divvy
- Acts as a role model within and outside the working environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Consistently reports to work on time and prepared to perform duties of position
- Meets Department productivity standards
- Maintain confidentiality as it relates to the task at hand

### ESSENTIAL DUTIES AND RESPONSIBILITIES

May include the following:

- Provide assistance for installations and de-installations
- Preparing gallery space for exhibition
- Maintaining and monitoring gallery space during exhibition
- Ensure the gallery is clean and that visitors follow the rules
- Responsible for maintaining the safety of the gallery's collections
- Manage communication with visitors and other outside parties (Greeting and answering questions about the artwork, and helping visitors find their way around)

- operate audio-visual equipment and keep the gallery's website and social media outlets (Facebook, Instagram, etc.) up to date.
- Transport materials (primarily artwork from the permanent collection) within the gallery
- Retrieve materials (primarily artwork from the permanent collection) within the gallery
- Other duties as specified by the supervisor under Foundation Art Divvy