

# THE PRINT CENTER

## **Internship Application Deadlines:**

Fall 2023 session (September – December): August 25, 2023

Winter 2024 session (January – April): December 15, 2023

## **Internship Program**

The Print Center offers structured training in arts administration, curatorial work, gallery management and gallery sales to undergraduate and graduate students who, in turn, earn valuable college credit. Gallery Assistant Interns assist our small, team-oriented staff with day-to-day operations. Potential duties include: internet research, database entry and assistance with mailings, membership and donor relations, marketing and public relations. They learn fundamentals of fundraising, promotion and audience relations while assisting with daily organizational tasks and preparations for special events.

## **Eligibility**

Internships are open to undergraduates, who have completed at least one year of college, graduate students or recent graduates.

## **Time Commitment**

The work schedules are flexible, though Interns can expect to work 7 – 20 hours each week. Additional hours include evening opening receptions for exhibitions, evening public events, and often one ‘special event’ during the duration of the internship. Internships run for approximately three and a half months.

## **Compensation**

Internships are unpaid, but are frequently approved for class credit, depending on the specific requirements of each university.

For more information, please email Ashley Boulden, [aboulden@printcenter.org](mailto:aboulden@printcenter.org).



## INTERNSHIP APPLICATION

**Date of Application:**

**Name:**

**Mailing Address:**

**Email:**

**Mobile Phone Number:**

**School:**

**Field of Study:**

**Current Status** (ex. Sophomore):

**Potential Internship Start Date** (please be as specific as possible):

**Potential Internship End Date:**

**Please list your availability. Office hours are 11:00am – 6:00pm daily, with occasional evening hours on Thursdays for events.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Internships at The Print Center offer many opportunities for training in arts administration and art gallery management. Please note your major goals for the internship below. We will use this as a guide in assigning work for you.

**Goals:**

- 1.
- 2.
- 3.

Please email your completed application along with a cover letter and résumé to Ashley Boulden at [aboulden@printcenter.org](mailto:aboulden@printcenter.org)