

Artpace Bexar County Arts Internship Program

Artpace's mission is to nurture the freedom to dream, supporting the creative process and engaging audiences with the most innovative art and artists from around the world. Since 1995, over 200 artists have participated in Artpace's International Artist-in-Residence program that fosters the creative growth of regional, national, and international artists.

Artpace interns play a central role in supporting Artpace's educational outreach programs. Artpace seeks self-motivated candidates that can work both independently and collaboratively in a professional setting. Interns apply their creativity, critical thinking skills, and enthusiasm to a wide range of projects under the mentorship of Artpace professionals. Moreover, Artpace internships teach professionalism and career preparedness.

The Artpace Bexar County Intern will assist Artpace's Programs & Exhibitions Department with the coordination and development of programs surrounding the International Artist-in-Residence program and Artpace's Teen Council. Artpace strives to offer interns experience that nurtures a passion for careers in the arts as well as inspiration to incorporate creativity into any career path they choose. Internships will be tailored according to the intern's goals; opportunities could include, but are not limited to the following:

- Assisting in coordinating and implementing Artpace's inaugural Teen Happening, a conference on youth leadership and participation in the arts.
- Assisting with preparation for Chalk It Up, Artpace's largest annual community event with over 25,000 participants
- Gaining an international, national, and local perspective of contemporary art and Artpace through researching artists
- Developing outreach programs specific to university students
- Liaising with community partners and vendors in support of Chalk It Up and the Teen Happening
- Developing online resources to support Artpace events

TO APPLY

To apply for The Bexar County Arts Internship Program position at Artpace please submit the following by Friday, March 31. Applications should be emailed (.pdf format only) to Zaneta Taylor, Education Manager at ztaylor@artpace.org. All applicants will be contacted no later than April 17, 2017.

Application packets should include the following:

- Cover letter thoughtfully and clearly describing how your skills and experience meet the internship position and how having a paid internship will help support your professional goals.
- Current resume, including contact information for two (2) references
- Completed Artpace Bexar County Internship Program Application
- Letter of recommendation

Email completed application as a PDF to:

Zaneta Taylor, Education Manager ztaylor@artpace.org.

Artpace Bexar County Arts Internship Program Application

PERSONAL INFORMATION

Full Name:

Mailing Address:

City, State, Zip:

Primary Phone Number:

Email Address:

Are any of your family or friends Artpace employees, volunteers or members? Yes No

If yes, please list:

Are you a currently enrolled undergraduate college student who is a Bexar County resident either attending a college or university in Bexar County or attending a college outside of the county?

Yes No

Which school or university are you attending?:

What degree(s) are you pursuing?:

AVAILABILITY

Are you available to work full-time (35 hrs/week) Monday-Friday, 9am-5pm beginning Monday, June 5 and ending Friday, August 11?

Yes No

Is this internship for school credit? Yes No

EITHER OR

For each item below, select your preference. Choose one option per line. There are no wrong answers.

- Work with visitors OR Work behind the scenes
- Do it myself OR Work as a team
- Figure out the details OR Assemble the big picture
- Work with people OR Work with ideas OR Work with things
- Dive right in; experiment with little instruction OR Look up the information; see what has been done before OR Ask for help; have someone walk you through the unfamiliar

SKILLS AND INTERESTS

Technology & Hands-On Skills

Please check off each technology you feel comfortable using with little to no assistance:

- Word
- Mac
- Video camera
- Excel
- PC
- Digital camera
- PowerPoint
- iMovie
- Photoshop
- Outlook
- WordPress
- Illustrator
- Website management
- Social Media
- Adobe Acrobat
- Other (please specify):

The next two sections are to help Artpace identify your skills and interests in order to find the best position for you at Artpace. Please be honest, there are no wrong answers.

Skills

Please read all of the following descriptions carefully. Select only your top four (4) interests and rank them in order of 1 to 4, (1 being the most appealing).

- ___ I enjoy hands-on art activities
- ___ I enjoy working with teachers
- ___ I enjoy working on one project start to finish
- ___ I enjoy new challenges and tasks on a daily basis

___ I enjoy working with children and students (which age groups/grades?_____)

___ I enjoy getting messy

___ I enjoy working in an office setting

___ I enjoy research and organizing information for others to use

___ I enjoy working with technology and/or multimedia applications

___ I enjoy providing service to others and being a valuable resource

___ I enjoy interacting and connecting with many different kinds of people, including children, families, teenagers, seniors, first time visitors, etc.

___ I enjoy talking about art with many different types of people (various ages, backgrounds, education, etc.)

Questions

Using only the space provided below answer the following questions. This is a chance for Artpace staff to learn more about you. Think about your answers and be honest.

Tell us one thing about yourself that has nothing to do with art.

Describe your most memorable museum experience.

What three things do you associate with Artpace?

List two of your greatest skills and two areas you feel need improvement.

Scenarios

You're running late for your internship and accidentally lock your keys in your car. You are scheduled to help out during a special event. What do you do?

Your normal internship hours are from 10 AM to 4 PM. It is currently 1pm and you have completed all your duties for the day. Your supervisor is in a meeting. What do you do?

You have worked all day on a very long project. An hour before you are supposed to leave for the day you realize you have done the entire project incorrectly and it is not usable as it is. What do you do?

Fill this space below however you wish

Literally, put **anything** you want here. This section is required, but writing is not.

CHECK THAT YOU HAVE INCLUDED THE FOLLOWING BEFORE SUBMITTING:

- Cover letter thoughtfully and clearly describing how your skills and experience meet the internship position and how having a paid internship will help support your professional goals.

- Current resume, including contact information for two (2) references

- Completed Artpace Bexar County Internship Program Application

- Letter of recommendation

PLEASE READ THIS BEFORE SIGNING BELOW:

- If you can receive credit through your university it is your responsibility to obtain and complete any relevant materials.
- All interns accepted into the program will be subject to a background check.
- Artpace has a limited number of internships available and spots fill quickly. If we are unable to match you with an internship you will be notified by the internship coordinator once all selections have been made. To apply for future internships you must resend all application materials by the appropriate due date.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen for an internship at Artpace I will comply with all policies and practices established by Artpace.

.....
Signature of Applicant

.....
Date

DUE DATE

- Friday, March 28, 2017

Email completed application as a PDF to:

Zaneta Taylor, Education Manager ztaylor@artpace.org.