

Artpace Internship Program Information

Artpace seeks college and university students to participate in internships in all departments. Spring, summer, and fall internships are unpaid and run 8 weeks with a minimum commitment of 10 hours per week during office hours (Monday – Friday, 9am-5pm). Artpace also encourages interns to attend its after hours programs and events.

Semester interns are an integral part of the organization, and Artpace seeks self-motivated candidates that can work both independently and collaboratively in a professional setting. Interns will apply their creativity, critical thinking skills, and enthusiasm to a range of projects under the mentorship of Artpace professionals.

Internship opportunities are available in the following areas:

Archives

- Catalog digital and analog archival materials
- Edit event videos
- iMovie, Excel, Adobe CS preferred

Business/Accounting

- Assist in accounting/HR functions
- Learn about annual budgeting, external audits, and board reports

Director's Office

- Assist in researching artists
- Engage in duties associated with organizational management and arts administration

Education

- Help coordinate youth and adult programs
- Develop curriculum

Fundraising

- Help plan fundraising events
- Aide in audience marketing strategy
- Conduct prospective donor research; assist in donor affairs & database management

Photography

- Photograph Artpace events for media and documentation purposes
- Process and edit photography; assist in archiving of digital image files
- Learn about image use and rights management

Teen Programs*

- Help coordinate Artpace Teen Council, Remix Teen Night, and Texas Convening for Teens in the Arts
- Prepare and facilitate creative projects and program evaluation
- ***Must be available Tuesdays from 4-7:30pm during fall/spring semesters**

Studio/Exhibitions*

- Assist resident artists with production of new projects
- Work with technical and studio staff to plan, install, de-install shows
- Prepare for exhibitions, openings, public programs, events, and openings
- ***Rolling application deadline**

Summer Graduate Internship*: Work with the Education Department to interpretive materials; organize programs/events; conduct educational tours; coordinate Texas Convening for Teens in the Arts; partake in day-to-day office duties. **A \$2,000 stipend is given to the Graduate Intern for the two month, full-time position (June/July only).**

**Must be enrolled in or have recently graduated from a masters or PhD program (Art Ed/History preferred).*

TO APPLY

Application packets should include the following:

- Cover letter thoughtfully and clearly describing how your skills and experience meet your Artpace departments of interest
- Current resume, including contact information for two (2) references
- Completed Artpace Internship Program Application

Additional requirements for Summer Graduate Internship applicants only:

- Letter of recommendation
- Writing sample

DUE DATES*

- Fall Semester: ~~August 15~~ Extended to August 26
- Spring Semester: January 15
- Summer Semester: March 15
- Summer Graduate Student Internship: March 15

***Studio/Exhibition interns have a rolling admission deadline, please inquire for more information**

(PREFERRED) Email completed application as a PDF to:

Taylor Bates, Associate Curator of Education ztaylor@artpace.org

OR

Mail completed application packet to:

Artpace
c/o Zaneta Taylor
445 Main Ave
San Antonio, TX 78205

Artpace 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:

Which school or university are you attending?:

What degree(s) are you pursuing?:

Are you an artist? Yes No

What mediums do you work with?:

AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

For which semester are you applying? Fall Spring Summer

Date available to start:

When do you project completing your internship?

Is there some flexibility to your schedule? 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 OR Look up the information; see OR Ask for help; have

with little instruction

what has been done before

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:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Word | <input type="checkbox"/> Mac | <input type="checkbox"/> Video camera |
| <input type="checkbox"/> Excel | <input type="checkbox"/> PC | <input type="checkbox"/> Digital camera |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> iMovie | <input type="checkbox"/> Photoshop |
| <input type="checkbox"/> Outlook | <input type="checkbox"/> WordPress | <input type="checkbox"/> Illustrator |
| <input type="checkbox"/> Website management | <input type="checkbox"/> Social Media | <input type="checkbox"/> Adobe Acrobat |

Power and/or hand tools (please specify):

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:

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- Current resume, including contact information for two (2) references
- Completed Artpace Internship Program Application

Summer Graduate Internship applicants only:

- Letter of recommendation
- Writing sample

PLEASE READ THIS BEFORE SIGNING BELOW:

- Undergraduate internships are voluntary and unpaid. If you can receive funding or credit through your university it is your responsibility to obtain and complete any relevant materials.
- Artpace is a section 501(c)(3) organization and is further classified as a public charity under Section 509(a)(1) and 170 (b)(1)(A)(vi) of the Internal Revenue Code of 1986, as amended. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible under FLSA.

- 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