

-PLEASE POST-

Artpace Summer 2018 GRADUATE INTERNSHIP



*Artpace San Antonio is accepting applications for one **paid** summer internship to currently enrolled graduate students studying in fields related to archive & library science, museum studies, or art history.*

Artpace nurtures the freedom to dream. We support the creative process and engage audiences with the most innovative art and artists from around the world. Our residencies, exhibitions, and education programs nurture the creative expression of emerging and established artists, while actively engaging youth and adult audiences.

Through our International Artist-in-Residence program, we invite nine artists annually to participate in a two-month residency. Each residency is comprised of three artists—one international, one national, and one from Texas. The **Summer 2018 residency** will include: **Zoë Charlton (Washington, DC), Jenelle Esparz (San Antonio, TX), and Pamela Phatsimo (Mochudi, Botswana; Baltimore, Maryland)**. Additionally, Artpace organizes exhibitions year round in the Hudson Showroom and Main Space galleries.

The graduate intern will assist the Studio, Communications and Archives Departments. The graduate intern will work with Studio Staff to make, install, and exhibit artwork for resident artists and exhibitions. They will also support administration and management of residencies and exhibitions and learn best practices. No exhibition experience required. The graduate intern will work with Communications Staff to develop collateral and supporting materials for exhibitions. They will learn marketing and public relations skills as they relate to promoting exhibitions and public programs.

The successful candidate will work independently and collaboratively. Artpace seeks applicants who devote significant energy to tasks at hand and bring to the table new ideas and creative solutions. A strong knowledge of contemporary art and exceptional verbal and written skills are required. A \$2,000 stipend is given to the Graduate Intern for the two-month, full-time position (June/July 2018).

How to apply:

The application deadline for the Summer 2018 Graduate Internship is **Friday, March 23, 2018**. **Application packets should be emailed (.pdf format only) to internships@artpace.org**. All applicants will be contacted no later than April 27, 2018.

Please submit the following in one PDF document:

- Cover letter thoughtfully and clearly describing how your skills and experience meet the requirements of the Graduate Internship
- Current CV or résumé, including contact information for two (2) references
- Completed Artpace Internship Program Application
- Letter of recommendation (can be submitted separately)

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 graduate degree(s) are you pursuing?:

Are you able to work full-time (Monday-Friday, 9am-5pm) June 4 – July 27 ? 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 unfamiliar

SKILLS AND INTERESTS

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

Word

Mac

Video camera

Excel

PC

Digital camera

PowerPoint

Video editing

Photoshop

Outlook

WordPress

Illustrator

Website management

Social Media

Adobe Acrobat

Power and/or hand tools (please specify):

Other (please specify):

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 art 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 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.

PLEASE READ THIS BEFORE SIGNING BELOW:

- The selected Graduate Intern will receive a stipend of \$2,000 for the two-month, full-time internship beginning June 4 and ending July 27. If you can receive funding or credit through your university, it is your responsibility to obtain and complete any relevant materials.
- The intern 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 Artpace staff 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.

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Signature of Applicant

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Date