

Artpace Summer Graduate Internship Program Information

Artpace seeks a currently enrolled graduate student to participate in a paid graduate internship opportunity each summer. A \$2,000 stipend is given to the Grad Intern for the (2) month, full-time commitment (June/July only). Artpace also encourages interns to attend its after-hours programs and events.

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. Additionally, interns are encouraged to set and meet their learning objectives.

The graduate intern will assist the Archives & Communications department with a long-term archival development initiative including creating and inputting container-level records in ArchivesSpace, and helping develop an online interface for this new repository catalog. The successful candidate will have experience working with archival collections and have some knowledge of archival cataloging principles and best practices. Interns at Artpace are also encouraged to become involved with the organization outside of their project scope, as needed.

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.

TO APPLY

Application packets should include the following:

- Cover letter thoughtfully and clearly describing how your skills and experience meet your interest to work at Artpace
- Current resume, including contact information for two (2) references
- Completed Artpace Graduate Internship Program Application
- Letter of recommendation
- Writing sample

DUE DATE

May 3, 2019

(EMAIL PREFERRED)

Email completed application as a PDF to:

Ashley Mireles, Education Coordinator, amireles@artpace.org

OR

Mail completed application packet to:

Artpace
445 Main Ave
San Antonio, TX 78205

Artpace Graduate 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?:

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 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

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"/> Video editing | <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 |
| <input type="checkbox"/> Power and/or hand tools (please specify): | | |
| <input type="checkbox"/> 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:

- 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 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