

## **Artpace University Internship Program Information**

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.

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.

### **Internship opportunities are available in the following areas:**

#### ***Archives***

- Inventory and create an index of current archival holdings
- Set up protocols of ingest and digitization
- Prioritize materials to be digitized due to risk of damage or decay
- Explore and develop ways to engage the public with this resource

#### ***Communications***

- Create and implement creative social media outreach projects
- Write, edit, and create content for digital and print marketing
- Experience with Office Suite, Adobe CS preferred

#### ***Development***

- Conduct prospective donor research; assist in donor affairs & database management
- Help plan fundraising events
- Support membership drive initiatives
- Research downtown community partners and businesses

#### ***Grants***

- Research grant opportunities and learn about grant writing process
- Assist in developing grant proposals and grant reports
- Compile and analyze qualitative and quantitative data from events and programs

#### ***Programs***

- Assist in coordinating public programs as they relate to residencies and exhibitions
- Assist in coordinating Education and Community programs
- Research artist and community partners
- Conduct program evaluation and data management

#### ***Studio***

- 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

**TO APPLY**

**Application packets should include the following:**

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

**DUE DATES**

All internships have a rolling admission deadline, please inquire about specific semester

**(EMAIL PREFERRED)**

**Email completed application as a PDF to:**

Ashley Mireles, Education Coordinator

[amireles@artpace.org](mailto:amireles@artpace.org)

OR

**Mail completed application packet to:**

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

## **Artpace University 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?:

### **AVAILABILITY**

Monday	Tuesday	Wednesday	Thursday	Friday

For which semester are you applying?  Fall  Spring  Summer

Date available to start:

When do you plan to complete your internship?

Is there some flexibility to your schedule?  Yes  No

Is this internship for school credit?  Yes  No

For which department are your applying to intern with?

## **EITHER OR**

For each item below, select your preference. Choose one option per line.

- 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:**

- 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 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.

.....  
Signature of Applicant

.....  
Date