



## Gallery and Studio Intern

### Responsibilities:

- Assist Studio Coordinator with studio maintenance.
- Ensure that materials are well stocked, organized and easily accessible.
- Alerts Studio Coordinator when materials are running low or are out of stock.
- Assist with gallery preparation for new exhibitions.
- Prepare mailings, price lists and signage for exhibitions.
- Update and organize artist files.

### Qualifications:

- Currently enrolled in college (internship requirement as part of coursework preferred).
- Excellent communication and organizational skills.
- Ability to work independently and as part of a team.
- Professional and patient.
- Knowledge of art materials and general care of studio space.
- A willingness and ability to learn new skills.
- Ability to lift up to 50lbs preferable.
- Love and appreciation of art!

Gallery and Studio Intern should be available for exhibition openings to assist artist and greet guests.

To apply for an intern position, please send resume and letter of interest to [office@brooklineartscenter.com](mailto:office@brooklineartscenter.com). Please include the title of the intern position you are applying for in the subject.