



Job Title:	Arts Intern	Job Category:	Internship
Department/Group:	N/A		
Location:	114 South 3 rd St., Oakland, MD	Travel Required:	On-Site
Level/Salary Range:	\$600/Semester/Yr	Position Type:	PT Internship, 14 hrs/week
HR Contact:	Dave Bruffy, Owner	Intern Duration:	16 Weeks
Will Train Applicant(s):	Internship Training Opportunity	Posting Expires:	N/A
External posting URL:	http://smoke-n-mirrors.weebly.com/employment.html		
Internal posting URL:	N/A		
Applications Accepted By:			
E-MAIL: Smokenphoto@Outlook.com Subject Line: Paid Internship Opportunity		MAIL: Smoke N Mirrors Photography 114 South 3rd Street Oakland, MD 21550	
Job Description			
ROLE AND RESPONSIBILITIES			
<p>This Intern position will work to perform a number of Arts related activities such as gallery curation, event planning, gallery activity solicitation and planning, arts community outreach, various marketing activities in conjunction with the Marketing Intern, preparation and maintenance of an Events Calendar, and performing general retail sales functions as necessary.</p> <ul style="list-style-type: none"> • General Sales • Gallery Curation and show preparation • Solicitation of potential art gallery exhibitors • Arts community outreach • Preparing and maintenance of a Gallery Events Calendar • Various event and gallery activity marketing activities in conjunction with the Marketing Intern • General Business Operations activities as necessary or assigned 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
High School Diploma or equivalent and current and active enrollment in a college or university taking classes geared toward earning an accredited degree in a recognized field of Art or related field.			
PREFERRED SKILLS			
Previous retail sales experience, previous experience working with the public, and previous personnel experience are all desirable skills. Punctuality and work schedule adherence are a must.			
ADDITIONAL NOTES			
Intern work schedule can be tailored to class schedule, typically 14 hours per week for a 16 week period.			