

College Internship: **Escondido Art Association Artists Gallery Seeking Gallery Intern**

9 week program; 10 hours per week (this is an average, school requirements vary)
Next internship Dates: TBD (call for details)

Internship Overview:

The Escondido Art Association and Artists Gallery located at 121 W. Grand Avenue in Escondido seeks art-related major for Gallery Intern and support for President of the Board and Gallery Director. Qualified Intern will learn gallery procedures including hanging monthly shows, exhibition scheduling, social media marketing, support reception events and educational programming.

Specific Duties:

- A. Sit Gallery 6 hrs per week. 3 additional hours per week in administration and special events coordination.
- B. Learn and implement gallery procedures, including opening/closing, cleaning, organizing files, and gallery sales/receipts/recording system.
- C. Learn overview of EAA programs, including knowledge of schedule of exhibitions.
- D. Assist Social Media Marketing with photography, videography, hashtagging, and posting on Instagram and Facebook.
- E. Assist events/art receptions with refreshments set-up.
- F. Receive/check/respond to emails from President of the Board.
- G. Light graphic design/canva flyer creation on occasion.
- H. Promote College internship program to implement next Internship and assist in training replacement.
- I. Assist website development.

FOR MORE INFORMATION OR TO APPLY, PLEASE SEND AN EMAIL

escoartassociation@gmail.com

SUBJECT HEADING: COLLEGE INTERNSHIP