



## **Sandy Spring Museum Exhibit Intern**

### **Sandy Spring Museum:**

The Sandy Spring Museum is a private, independently-operated museum located between Washington, DC and Baltimore. The Museum is a gathering place where people can make meaningful connections to community history through the cultural arts. The Museum is in an exciting period of growth – honing a new vision, which involves giving the public the opportunity to co-create with the museum in order to build community.

### **Learning Objectives:**

Under the direction of the Collections Manager and Executive Director, the Intern will gain experience in coordinating exhibits. Responsibilities may include the following:

- Provide assistance for installations and de-installations of exhibits
- Prepare gallery space for exhibition
- Maintain gallery space during exhibition
- Input data into various spreadsheets / databases
- Prepare press releases and marketing materials
- Assist in artist communication
- Maintain and organize artist files
- Assure artist contracts are received in a timely fashion and are accurate
- Prepare exhibit labels, price lists, and signage
- Assist with exhibit receptions

### **Qualifications:**

- Pursuing a college degree and/or demonstrated interest and experience in visual or public art, exhibits, galleries, or working in a museum or gallery
- Organized
- Good writing skills
- Able to use Microsoft Office suite applications
- Valid driver's license
- Graphic design skills are a plus

**Schedule and Stipend:**

- This internship provides a \$400/month stipend for the work described above to be executed over approximately 12 - 16 weeks. Intern will be paid at the conclusion of the internship.
- Start and end dates are flexible but will begin in January 2019 and will conclude in May 2019.
- A mutually-agreeable schedule will be set at the beginning of the internship. Most hours will be worked between 9 am – 5 pm on weekdays with occasional weekends to attend receptions.

**How to apply:**

- Send a cover letter that details why you are interested and qualified for this internship and what you hope to gain as a result.
- Send a resume and contact information for three references who you have confirmed will serve as your references.
- Send a link in your cover letter to an online portfolio. This can be your own art or projects that you have done, for school or for personal interest.
- Send all materials in a single PDF to [aweiss@sandyspringmuseum.org](mailto:aweiss@sandyspringmuseum.org)