

THE ANNEX INTERNSHIP DESCRIPTION



Overview

The Community Arts Education Program of the Salem Art Association (SAA) is seeking qualified interns to help extend the non-profit organization's hand to diverse communities through programming in the Annex at the Bush Barn Art Center. Such communities could include LGBTQ, Latino and Latina, women, young adults, and others experiencing disparity in access to arts opportunities. SAA is also seeking interns to help prepare, organize, and present collaborative projects with these groups, such as exhibitions, workshops, and residencies. *The mission of the Annex is to be an experimental space for making, showing and learning about art.*

Primary Intern Responsibilities (depending upon applicant's interest and abilities):

- Help develop and design programming that serves a particular community, depending on expertise/experience.
- Participate on all levels of bringing a program to fruition, including: selecting artists, calculating budget, creating marketing, etc.
- Aid in installation and de-installation of exhibitions.
- Assist with the planning and set-up of artist receptions and special events.
- Post event and exhibition information at local and regional locations.
- Obtain significant professional work experience in a 501c3 non-profit arts organization.
- Interact with artists, SAA staff and the public.

Required Skills and Qualities

- Promptness, punctuality and reliability.
- Time commitments can vary. A schedule will be created with each intern.
- A positive "can do" attitude.
- General understanding of various art mediums and techniques.
- Ability to communicate clearly in both speech and writing. Spanish language appreciated.
- Must be collegiate or post-graduate.
- Must provide your own transportation.

Prospective interns wishing to earn college credit for their internship may talk with their professor or academic advisor about requirements regarding documentation of learning outcomes.

The internship application below can be e-mailed to kathleen@SalemArt.org or delivered to:

**Salem Art Association
Community Arts Education Program
600 Mission St. SE
Salem, OR 97302**

For additional information, contact Kathleen Dinges Rice, SAA Community Arts Education Director, at 503-581-2228 x312, or kathleen@SalemArt.org. Learn more about the Salem Art Association by visiting our website at www.SalemArt.org.

THE ANNEX
 INTERNSHIP APPLICATION FORM



Name _____ Date _____

E-mail _____ Phone _____

Address _____ City _____ State _____ Zip _____

Institutions and Employment:

Are you currently attending school? Yes ___ No ___ Institution: _____

Please list Major(s) and Minor(s): _____

Will you be receiving credit for this internship? _____ Number of hours required: _____

Advisor _____ Phone _____ Email _____

Please list employment history or include your resume with the application:

Employer	Job Title	Length of Employment

Do you have experience working with the public? (Describe) _____

Describe any experience you have had working with exhibitions and artists _____

Please list your art experience _____

What are your career goals? _____

What do you hope to gain from your internship experience at SAA? _____

Do you speak/read/write in another language other than English? If yes, please list: _____

What days and hours each week are you available to intern at SAA? _____

How did you hear about this internship program? _____

Please provide two non-familial references:

1. Name: _____ Phone #: _____ Relationship: _____

2. Name: _____ Phone #: _____ Relationship: _____

When are you available to start? _____

How long are you available? Summer Break Semester Academic Year
 Other _____

Which type of learning experience are you interested in:

- Community Service: one time, short-term or periodic (non-credit) volunteer opportunities.
- Service-Learning: professional development-oriented community service incorporated into a specific course and evaluated with a letter grade by your teacher or professor.
- Major Program Internship: Earn up to one credit for community work related to your major fields by working directly with a professor to determine learning outcomes and work to be completed.