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:

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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.