

## **Gallery Intern**

**(Based on a three month internship of 1 or 2 days per week)**

Our internship generally involves working on specific projects that may include in-depth research or writing. Being central to the behind-the-scenes work, you can create a clearer understanding of our day-to-day operations. You may also be required to assist across several areas including administration, exhibition, marketing and installation.

### **-General gallery work**

- Ensure smooth running of the exhibition (including logistics, ensure cleanliness, updating information available, etc)
- Provide additional security of art works and equipment
- Distribute various OVADA publicity material
- Mailing list maintenance
- Occasionally opening or closing the gallery

### **-Customer Relations**

- Be the main contact person for all visitors
- Provide visitors with various general information
- Assisting visitors, i.e. stair lift
- Will be charge of any sales of catalogues or other merchandise
- Answer general inquiries from visitors and over the phone

### **-Website**

- Keep information on the website updated
- Manage the emailing list
- Send group emails through the online mailing lists

### **-Exhibition installation**

- Ensure smooth running and completion of the installation
- Preparing gallery for installation
- Provide administrative support, such as liaising with artists
- Deinstalling exhibitions
- Assist in installing new exhibitions (interns will work under the guidance of experienced technical staff for installation and de-installation of art works), this will also include tasks such as completing condition reports and coordinating volunteers

- Assisting in the planning and implementation of preview nights and various special events