**Gallery Internship**

BFAP will provide valuable hands-on experience with operations of a small non-profit organization and gallery practices. Gallery interns will be primary liaisons with the public, providing information on the presented exhibitions and artists. Interns will also gain art handling, exhibition installation, and space maintenance experience. Additionally, they may assist with clerical work including research, data entry, and mailings. Gallery Interns will work up to 10 hours a week, January - April, May - June, June - August, August - December; college credit available as approved by U of M-Flint Visual Arts Chair.

**Schedule:** Variable, 6 - 10 hours a week,
Compensation: Unpaid

**Description:**
Reports to the Gallery Director and Gallery Assistant.
Duties include:
- Greet Visitors
  - Record demographic information
  - Provide exhibition information
  - Relay Covid policy when necessary
- Answer phone
- Maintain Gallery space: floors, windows

Other duties:
- Installation/deinstallation support, removal and application of title vinyl
- Assemble exhibition brochures
- Apply labels on postcards
- Complete sales
- Research, data entry

**Qualifications:**
- Currently enrolled student in good standing, working toward BA, BFA, MFA, or MA.
- Must be able to follow instructions.
- A professional demeanor and appearance

**Please email application and resume to:**
Katie Cotton, Projects and Communications Coordinator  klcotton@buckhamgallery.org