

# 2010 INTERNSHIPS

-PLEASE POST-

Artpace seeks college and university students to participate in internships for academic credit. Spring, summer, and fall internships are unpaid and run for 8 weeks with a minimum commitment of 10 hours per week during office hours (Tuesday-Friday, 8-6pm). Artpace also encourages interns to attend its Public Programs.

Semester interns are an integral part of the organization, and Artpace seeks self-motivated candidates that can work both independently and collaboratively in a professional setting. Interns will apply their creativity, critical thinking skills, and enthusiasm to a wide range of projects under the mentorship of Artpace professionals.

## Internship opportunities are available in the following departments:

**Archives:** *Gathers and organizes print media related to resident artists. Other responsibilities include: documenting public and educational programs, transferring VHS program documentation to DVD, and offering assistance to visitors who utilize the Archive & Resource Library. Final Cut Pro experience is preferred, but not necessary.*

**\*\*External Affairs:** *Assists with donor and media relations, special events, and database management. Other opportunities include: developing audiences through marketing efforts, conducting donor prospect research, and planning fundraising events. See below for additional application requirement.*

**\*\*\*Studio/Exhibition:** *Assists resident artists with the production of new projects; works with technical and studio staff to plan, install, and de-install shows; and prepares for exhibitions, public programs, events, and openings. See below for deadline information.*

**Education/Public Programs:** *Assists with the coordination of youth and adult public programs. Other opportunities include: touring youth groups through exhibitions, developing curriculum, preparing for and facilitating creative projects, and helping with program evaluation.*

**Director's Office:** *Assists the director with researching artists, managing Artpace's annual publication, and engaging in day-to-day duties associated with organizational management and arts administration.*

**\*\*Curatorial:** *Gains an international, national, and local perspective of contemporary art and Artpace through researching artists, helping with the development of institutional publications, and partaking in day-to-day office duties. See below for additional application requirement.*

## How to apply:

| SEMESTER    | DEADLINE          |
|-------------|-------------------|
| SUMMER 2010 | MARCH 15, 2010    |
| FALL 2010   | JULY 15, 2010     |
| SPRING 2011 | NOVEMBER 15, 2010 |

Applications should be mailed (postmarked by deadline) or emailed (**.pdf format only**) to Mary E. Cantú, Program Manager, Artpace, 445 North Main Avenue, San Antonio, TX 78205, or [publicprograms@artpace.org](mailto:publicprograms@artpace.org).

## Please include:

- Cover letter (include department(s) of interest; no more than three)
- External Affairs & Curatorial applicants will also submit a one-page excerpt of an academic paper OR a 200-word sample of business correspondence.
- Studio/Exhibition deadline: ongoing. Please submit CV/resume and cover letter to Program Manager.
- Current CV or resume
- Contact information for two references

To learn more about Artpace, its residencies, exhibitions, and public programs please visit [www.artpace.org](http://www.artpace.org).

## Contact:

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**artpace**  
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