



Gallery Intern

The Gallery Intern will work together with the Operations Manager to help support Riverside Arts Center's Gallery Program.

Responsibilities:

- Research artists based on themes of upcoming art shows and prepare presentations of their work for the Operations to review.
- Contact and maintain solid communication with selected artists before and during exhibits.
- Help prepare for upcoming gallery programming
- Help with intake/drop off of artwork for exhibitions.
- Learn gallery procedures specific to Riverside Art Center's facilities.
- Assist with hanging artwork.
- Help prepare for exhibition receptions.
- Lead photographing gallery exhibitions and work with the Marketing Coordinator to post them to the RAC website.
- Attend and help host exhibition receptions.
- Learn gallery procedures for sales of artwork.
- Basic gallery maintenance.
- Staff gallery hours on a weekly basis as a docent.
 - Assist Gallery Manager in supporting daily operations in the gallery
 - Help coordinate volunteer gallery sitters.
 - Opening and/or closing gallery
 - Greeting gallery visitors
 - Being available to visitors if they have questions about show or artwork
 - Serve as an ambassador for Riverside Arts Center at the gallery and within the community
 - Docents are welcome to bring their artwork or homework to work on during their shifts during quiet times.
- Other related duties as identified.

Proposed Hours (May be adjusted to accommodate Intern's schedule and agreed upon hours): Total Hours minimum of 10 hours per week a maximum



of 15 hours per week depending on the intern's availability, project goals, and school requirements.

- Administrative/gallery work
 - M-F : 9am-5pm. (4 hours)
 - Intern will coordinate with Operations manager to schedule at least one day/4 hour shift to work on administrative duties, art installation, gallery programming, and gallery maintenance.
- Gallery Sitting
 - Fridays: 4 p.m.-7 p.m. (Opening receptions are generally on First Fridays from 5:00-7:00p) (3 hours)
 - Saturdays: 11am-2pm (3 Hours)
- Closed Holidays
- Hours may change as we adapt access to the community and Intern/Staff availability