

Associated Students Inc.
The Art Gallery
At the Cesar Chavez Student Center

Fine Arts Internship Application

ABOUT US

The Art Gallery is a non-profit arts and event space on the top floor of the Cesar Chavez Student Center. Our student-funded and student-staffed gallery is dedicated to student, faculty and professional work and advocate works of merit by all artists bringing the visual and interdisciplinary arts to SFSU's diverse student body. Exhibitions feature at any stage in their career. The gallery programs eight to ten exhibits and pop-up shows per year and hosts weekly events and monthly receptions during the Fall and Spring semesters. Three to four exhibits usually rotate per semester, and two to three occur during the summer.

The Gallery operates in alignment with the Richard Oakes Multicultural Center to provide students with opportunities, resources, arts-related events, and a range of insightful and visually captivating artworks that reflect and actively engage with the community. The Art Gallery further strives to foster cross-cultural exchange with artists and audiences and produces some of San Francisco's most socially relevant and visually compelling exhibits. Each show is dedicated to providing insight and information about aesthetic movements, contemporary issues, and/or social justice through interactive, multi-media and other visual modes.

CONTACT



Phone: (415) 338-2580
Email: artgallery@asi.sfsu.edu

Find us online at
<http://asiartgallery.wordpress.com>
OR www.facebook.com/ccscartgallery

Location: 3rd Floor Terrace Level in
the Cesar Chavez Student Center

ABOUT THE INTERNSHIP

The internship opportunity offered is for students in the Fine Arts Department at SFSU. Interns are able to earn 3 units through the Fine Arts Department by participating. The intern position involves contributing to the arrangement and installation of the Art Gallery exhibitions. Interns are required to work 9 hours per week and are asked to attend all opening reception events.

POSITION DESCRIPTION

- Work with the gallery team to produce gallery exhibitions and other events
- Help to coordinate receptions
- Facilitate registrar and archival responsibilities including documentation and contracts
- Mail/ Distribute publicity brochures and other materials
- General tasks to help The Gallery continue to run smoothly

POSITION QUALIFICATIONS

- Must be enrolled at SF State with a minimum of 6 units a semester, with a required GPA of 3.0
- Must work well in a team setting
- Must have excellent written and verbal communication skills
- Knowledge in exhibition design and preparation
- Strong sense of visual aesthetic
- Apple / Mac computer experience and knowledge of Photoshop and Illustrator
- Experience in photography (documentation and social events)
- Experience with framing artwork

Submit required documents by **Feb 6th, 2014** to the Art Gallery in the Cesar Chavez Student Center. To be considered for the position, you must submit the enclosed application form, your hours of availability, a cover letter, and your resume.

FINE ARTS INTERNSHIP
 ASI Art Gallery in the Cesar Chavez Student Center

Name _____ Student ID # _____

Address _____ City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

E-mail _____ Class Level _____ Major _____

How did you hear about The Art Gallery Internship? _____

Tell us how you would like to participate and contribute to The Art Gallery? _____

Please include below your hours of availability.

	Monday	Tuesday	Wednesday	Thursday	Friday
11am-12pm					
12pm-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					