



## Aggregate Space Gallery

### Video Exhibition Intern Job Description

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Aggregate Space Gallery (ASG) is currently accepting applications for two non-paid Video Exhibitions Interns

- Video Open Call Exhibition: October - February
- Animation Festival Exhibition: March - September

An internship at ASG offers **hands on** experience working with the visual arts community of makers and intellectuals in a lively art hub with a gallery space, fabrication shop, projection spaces, and art studios in close proximity to downtown Oakland. Our mission is to make immersive conceptual art experiences accessible to our community. We are dedicated to sculptural and new media video works by Bay Area artists and provide extensive in-house resources and expertise to create and promote engaging, unparalleled projects. The Gallery Intern will also assist in producing 1 of 8 annual exhibitions at ASG and be a major part of creating a public online submission process, monitoring application intake and correspondence while helping run the gallery on select Fridays and Saturdays in Oakland for 6 months. Two interns will be selected annually, each specific to one of ASG's open call exhibitions.

This internship will be a good fit for those with a strong desire to engage the art community, be tech savvy, creative, always up to date on local current events, is enthusiastic, self motivated and shows attention to detail. You may be required to work independently, as part of a group, or engage directly with the public. Background or strong interest in nonprofit administration and/or mission-oriented marketing required. The skills acquired in this internship may be applicable to other non-profit art and multimedia professions.

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Although this position is unpaid, interns completing 100 hours of work will receive free enrollment in an ASG class of your choice and free attendance to select special events.

#### Duration of Internship:

6 months or other duration as appropriate

#### Responsibilities:

- Understand contemporary art, particularly film and video
- Attend Openings, First Friday events, Second Saturday Artist talks and be ready to help
- Turn the exhibition off and on
- Converse with public enthusiastically about the work
- Meet with exhibiting artists
- Works with others to keep database up to date
- Author and edit exhibition materials for Mailchimp, social media, and press outreach
- Prepare major press outreach to promote exhibitions and special events
- Consistent Social Media messaging

- Post the exhibitions and events on event websites
- Minor cleaning and vacuuming before events
- Open and close gallery on agreed upon times, usually 12:30-5:15pm
- Setup the bar and keep it organized before and after events
- Manage the bar during events
- Encourage donations
- Count visitors to ensure we aren't over capacity
- Check bathroom and perimeter of building periodically for things that need attention
- Congenial attitude, acting as a representative of the institution

#### **Requirements:**

- A background in art and/or art history
- Desire to work with the public and learn the ins and outs of non-profit management
- Two years of an undergraduate degree
- Experience with Mac OS and Windows 10 operating systems
- Basic knowledge of Mailchimp and Google Apps.
- Photoshop/Illustrator for assistance in designing signage
- Photoshop, Illustrator, InDesign for designing and producing web optimized graphics and basic HTML
- Social media sites experience (Vimeo, Facebook, Flickr)
- Photography, videography, graphic and web design skills are a huge plus
- A sincere interest in and/or experience working with nonprofit art organizations
- Good verbal communication skills
- Flexible availability, with at least 5 hours/week on Fridays and Saturdays. Some evening hours are required to cover events and gallery openings.

#### **APPLICATION REQUIREMENTS:**

- Cover letter detailing why you want this internship
- Resume (please include computer experience, including what applications you are experienced with)
- Samples of video work

Please **email all materials with "Video Exhibition Internship"** in the subject line to [willis@aggregatespacegallery.org](mailto:willis@aggregatespacegallery.org)

Interviews are by appointment only with selected candidates. No phone calls, please. Position open until filled