
2024 Programs & Exhibitions Internship

Application Due: Wednesday, August 7, 2024

Length of Internship: Weeks of August 26 -December 16, 2024

Must be available to work in person September 14 and October 19, 2024 (Saturdays) for Southern Exposure's 50th Anniversary and our Monster Drawing Rally.

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Description:

This internship will provide valuable training in the field of project management within a contemporary nonprofit arts organization. This internship is not a paid employment relationship, but is a stipended educational opportunity that will benefit the candidate with mentorship, training, and instruction.

Engaging in a wide variety of professional activities under the instruction and supervision of the Artistic & Co-Director with additional instruction from the Operations and Development Coordinator, the Programs & Exhibitions Intern helps to collect and organize information from artists and curators for events and projects and will be instructed on the administrative requirements needed to support artistic nonprofit projects, exhibitions, and events, and to produce a successful fundraiser to further the mission of the organization. The intern also attends and takes minutes at monthly curatorial meetings.


A successful Programs & Exhibitions Intern is self-motivated and detail oriented and loves art and local artists. The intern is asked to be available 1-3 weekdays per week along with occasional evening hours for meetings and events. A major component of this internship is the 2024 Monster Drawing Rally, so candidates must be available on Saturday, October 19, 2024, to be considered for this internship. In addition to receiving a modest stipend, interns receive ample opportunity to learn about the ins and outs of a contemporary arts organization and the many moving parts of hosting a rigorous fundraising event.

About Southern Exposure:

Southern Exposure (SoEx) is a 50-year-old artist-centered nonprofit organization committed to supporting visual artists. Through our extensive and innovative programming, SoEx strives to experiment, collaborate, and further educate while providing an extraordinary resource center and forum for Bay Area and national artists and youth in our Mission District space, as well as off site, in the public realm.

The goals of Southern Exposure's internship program are to:

- Provide emerging arts professionals, particularly individuals whose communities and experiences are underrepresented in arts administration, with professional training and
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education in arts administration, preparing them for and connecting them with further opportunities within the arts

- Create opportunities for building nurturing relationships that encourage knowledge-sharing in omnidirectional ways between interns, staff, and other SoEx community members

All interns should be interested in learning in a nonprofit arts environment and possess strong communication skills and basic computer skills. Due to COVID-19, our staff is currently working both in the office and from home, and candidates should be prepared to commit a combination of hours on site at Southern Exposure and at home on their own computer (if this presents a barrier to your participation, we can make arrangements for participating on site during all internship hours).

Attributes Needed:

- Attention to detail
- Excellent written and verbal communication skills
- Ability to self-direct and follow through with long-term projects
- Knowledge of contemporary artistic practices
- Working knowledge of Apple computers and Gmail, experience with Google Drive, Google Sheets, Google Docs, InDesign/Photoshop, Dropbox, Facebook, and Instagram is helpful

Expectations:

SoEx internships are educational opportunities providing training and opportunities to learn while gaining professional skills. At this time, we can offer a \$1,500 stipend per intern for the duration of the internship to help offset expenses incurred during the internship. We are happy to partner with schools and community organizations to provide further stipends or course credit. We are dedicated to providing professional development toward our interns' goals. Interns are expected to commit 8-12 hours per week, ideally across 1-3 days each week.

Activities:

- Instruction and Practice in Project Support:
 - Artist communication: collect W-9s and contracts, confirm artwork details, send project information, etc.
 - Organize, track, and share artist information in Google Sheets
 - Take detailed meeting minutes and share with Curatorial Councilmembers
 - Create internal invoices for artist payments

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- Organize archiving of exhibition and program documentation in Dropbox and Google Sheets
 - Instruction and Practice in Alternative Exposure Support:
 - Collate information from past grantees and current applications to support archiving and jurying processes
 - Collect W-9s and contracts from grantees and support with grant distribution
 - Instruction and Practice in Fundraising Event Support:
 - Coordinate with artists for Monster Drawing Rally—a community drawing event involving hundreds of artists—in collaboration with the Operations & Development Coordinator
 - Start outreach to artists for spring 2025 art auction fundraising event
 - Instruction and Practice in Social media: Coordinate collection of and uploading photos and text to online platforms

Application Instructions:

Please send a current resumé that reflects any relevant experiences and skills, along with two professional references (contact information only, no reference letters required) and a cover letter that explains what you will bring to the internship and what you hope to gain as a SoEx intern to valerie@soex.org. Please apply by Wednesday, August 7, 2024 for full consideration.