



Mission: It is the mission of Buckham Gallery to enrich the cultural life of its surrounding communities by presenting a broad range of innovative contemporary art, both visual and performance, of the highest quality and standard.

Purpose: To inform and educate the public by bringing to it experimental and ambitious art of a high standard of quality in a variety of media, both visual and non-visual.

Gallery Internship

BFAP will provide valuable hands-on experience with operations of a small non-profit organization and gallery practices. Gallery interns will be primary liaisons with the public, providing information on the presented exhibitions and artists. Interns will also gain art handling, exhibition installation, and space maintenance experience. Additionally, they may assist with clerical work including research, data entry, and mailings. Gallery Interns will work up to 10 hours a week, January - April, May - June, June - August, August - December; college credit available as approved by U of M-Flint Visual Arts Chair.

Schedule: Variable, 6 - 10 hours a week,

Compensation: Unpaid

Description:

Reports to the Gallery Director and Gallery Assistant.

Duties include:

- Greet Visitors
 - Record demographic information
 - Provide exhibition information
 - Relay Covid policy when necessary
- Answer phone
- Maintain Gallery space: floors, windows

Other duties:

- Installation/deinstallation support, removal and application of title vinyl
- Assemble exhibition brochures
- Apply labels on postcards
- Complete sales
- Research, data entry

Qualifications:

- Currently enrolled student in good standing, working toward BA, BFA, MFA, or MA.
- Must be able to follow instructions.
- A professional demeanor and appearance

Please email application and resume to:

Katie Cotton, Projects and Communications Coordinator kcotton@buckhamgallery.org