

The Juan R. Fuentes Gallery Internship Opportunities

Our interns have the opportunity for an introduction into the art world while aiding an organization that is deeply rooted in the community and committed to social justice and the arts. Interested applicants can assist in the gallery by: working with our staff on event planning; helping to install and de-install exhibitions; marketing the exhibitions; assisting with receptions and artist talks; preparing materials associated with the exhibitions; archiving past exhibitions; and documenting the exhibitions through photography and videography.

Below are some examples of internship opportunities currently available within our gallery:

MARKETING & PROMOTIONS:

Internship Description: Work directly with the Communications and Cultural Arts Manager to develop strategies to enhance the recognition of the Juan R. Fuentes Gallery and its exhibitions.

Responsibilities include:

- Creating and distributing press releases for gallery exhibitions and cultural arts events
- Developing and maintaining contact with arts communities and galleries within the Bay Area
- Analysing audience reach of social media platforms including but not limited to: Facebook, Instagram, Twitter, and the gallery's official website.
- Maintaining an up-to-date subscriber's email contact list
- Updating social media platforms as needed

Skills and Requirements:

- Understanding of general social media analytics data
- Excellent knowledge of Microsoft Works programs
- Comfortable working within Google Drive cloud service
- Bilingual (English/Spanish) a plus
- Wordpress CMS knowledge a plus

CURATORIAL ASSISTANT:

Internship Description: Work directly with the exhibiting artist(s) of the most current exhibition and the Cultural Arts Manager to assist in the planification of the exhibit design.

Responsibilities include:

- Assisting in the installation and deinstallation of exhibitions
- Assisting with the setup of opening receptions and hosted events
- Creating art labels, decals, and assisting in designing the layout of the exhibition
- Documenting the process of each installation

Skills and Requirements:

- Excellent knowledge of Microsoft Works programs
- Experience working with the Adobe Creative Cloud Suite: Photoshop, InDesign, and Illustrator.
- Comfortable working within Google Drive cloud service
- Bilingual (English/Spanish) a plus
- Experience in/willing to learn, installation, exhibition, and collection work
- Background in cultural arts/ fine arts/ curatorial studies/ museum studies, a major plus

MULTIMEDIA: *(Videographers, Graphic/Web Designers, and Archivists encouraged to apply)*

Internship Description: Work directly with the Communications and Cultural Arts Manager to assist in the production of all of our published web content as well assist the gallery in the documentation of our exhibitions through photography, videography, and multimedia projects.

Responsibilities include:

- Assisting in the creation of original web graphics, posters, postcards, e-blasts, and more.
- Formatting and uploading various media files to multiple social media platforms and our website
- Assisting with website maintenance as needed
- Updating social media platforms during or after each exhibition and cultural art event
- Keeping an organized digital archive of photos, events, and interviews per calendar year.
- Assisting in the production

Skills and Requirements:

- Proficiency in Adobe Suite - InDesign, Photoshop and Illustrator on a Mac platform
- Strong typographic skills
- Video editing experience with Final Cut Pro and/or Adobe Premiere
- Comfortable working within the Google Drive cloud service
- Must have proficient knowledge of Wordpress CMS
- Bilingual (English/Spanish) a plus

CULTURAL EVENTS FACILITATOR:

Internship Duties: This intern works directly with the Cultural Arts Manager to oversee the opening and closing receptions of each gallery exhibition. The intern will also assist with any additional literary, performing or educational events hosted by the gallery and Acción Latina.

Responsibilities Include:

- Keeping track of the number of attendees per event
- Making sure the bar inventory is fully stocked two days before the event
- Being knowledgeable about the organization and capable of answering frequently asked questions about the gallery.
- Assist in the setup and clean-up for each event
- Ensure that all guests are respectful of the gallery space and artwork
- Ensure that every task is completed on the checklist of events.

Skills and Requirements:

- Weekend availability is a must. Friday and Saturdays evenings are most common event times.
- Able to handle a stressful working environment
- Be incredibly organized organized and personable
- Bilingual (English/Spanish) a plus

All positions are unpaid and available for university/educational credits. Applicants of diverse backgrounds are encouraged to apply. Time commitment for all positions range 5 -8 hours per week, but some flexibility is available to students who require it.

For consideration please email or drop off your resume and a cover letter to:

Fern Echevarria
Cultural Arts Manager
fern@accionlatina.org

The Juan R. Fuentes Gallery
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