



## Gallery Assistant Internship Position Description

**Gallery Open Hours: Tuesday – Saturday 11 AM – 6 PM\***

\*Hours subject to change for Special Events

### **Position Overview:**

An internship at LeMoyne Arts will help foster your career in the arts, art administration, art education, fundraising, marketing and PR, or event programming. This internship will be primarily performed on-site, assisting with day-to-day operations that culminate in LeMoyne's exhibitions, programs, events, and art education. Some duties may be performed online, as directed by supervisor. Interns will have the opportunity to gain skills in their area(s) of study, build their resume, and receive a letter of recommendation upon request, following the successful completion of the internship. This internship is unpaid.

To gain a more well-rounded experience, we encourage applicants to consider staying for 2 semesters.

**Academic Notes:** Academic enrollment is not a LeMoyne requirement for internship applicants. If you are seeking academic credit at your university, please connect with your academic Internship Coordinator to find out if this internship is eligible for academic credit. Gallery staff is willing to work with you to meet internship host site requirements and/or supervisor responsibilities, which vary among academic programs. If you think this experience may qualify for the Experience Recognition Program, please contact your Career Center.

**Internship Schedule:** As agreed.

**Start & End Dates:** Internship duration is meant to align with the academic calendar, but LeMoyne encourages interns to consider the unique opportunities that may fall outside the academic calendar.



### **Position Description:**

Interns will have opportunities to engage in a wide variety of activities that are important for gallery operations. This position is supervised by the LeMoyne Arts director and will work alongside gallery staff.

**Responsibilities may include:** (participation depends on scheduling, timing, interest)

- assisting with exhibit installation and deinstallation
- assisting with events, including set up and break down
- welcoming exhibit guests and gallery upkeep
- assisting gallery staff with various projects
- promotion of LeMoyne's programming on community calendars
- writing press releases + social media
- grant writing and reporting
- data collection and survey reporting
- organizing and archiving files

### **Position Requirements:**

- Must be on-site to perform most duties. Some responsibilities may be performed online, as directed by supervisor.
- Must have access to computer for any online components of position
- Must be available to assist at LeMoyne events (typically these occur Thursday evenings and Saturday mornings in conjunction with exhibit openings)

**Open Hours:** Tuesday – Saturday 11am – 6pm, earlier & later exceptions for events

**Dress Code:** Business Casual

### **Position Qualifications:**

- All majors welcome
- Must have own transportation
- Provide exceptional customer service
- Able to self-direct, prioritize, and take initiative
- Ability to work as a team member



- Attention to detail and concern for accuracy
- Basic Computer Literacy with knowledge of Office 365
- Must speak and read English fluently
- Strong Written, verbal communication & mathematical skills

### **Position Remuneration:**

This is an unpaid internship.

Interns will receive the 20% employee Discount on Gallery Shop purchases during the time of their internship. Interns will receive a free 1-year Student Membership to LeMoyne Arts.

### **About LeMoyne:**

Established in 1963, LeMoyne Arts is a 501c3 non-profit dedicated to promoting contemporary visual arts, supporting local artists, and preserving Florida's art heritage. We sustain our mission through memberships, donations, art sales, classes, sponsorships, grants, and legacy giving. Housed in the historic Meginnis-Munroe House built in 1854, our gallery welcomes visitors Tuesday to Saturday, 11AM-6PM.

We offer diverse programs through exhibitions, collaborations with artists, and partnerships with local institutions. Our classes and workshops cater to all ages, fostering lifelong learning and participation in the arts. The LeMoyne Chain of Parks Art Festival, held annually in Tallahassee's downtown, is a premier fine art event attracting artists and enthusiasts nationwide. Year-round, LeMoyne Arts enriches the community through its vibrant offerings.

**IMPORTANT NOTE:** LeMoyne values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities and foreign-born residents to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.