

**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. This is an unpaid internship, although college credit is available. The internship is 8-12 hours per week for 12 weeks, with opportunities to extend. New programs begin every month; you choose the month you wish to start. 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.

**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 include: Assisting with exhibit installation and deinstallation; events, including set up and break down; gallery upkeep; welcoming guests and, when appropriate, acting as a docent for the exhibit; answering phones; assisting gallery staff with various projects. Some responsibilities may be performed online, as directed by supervisor. These may include: promotion of LeMoyne's programming on community calendars; assisting with researching and identifying grant opportunities; grant writing and reporting. Duties may also include data collection and survey reporting, organizing, and archiving files.

**Position Requirements:**

Must be on-site to perform most duties

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, with earlier and later exceptions for events

Work Hours: Flexible, some Evenings. 8-12 Hours per week, for 12 weeks, with opportunity to extend.

Start & End Dates: Flexible

Dress Code: Sophisticated/Business Casual.

Class Enrollment: Not Required, Internship is applicable for Credit Hours

## **Position Qualifications:**

- All majors welcome. Fine Art, Art History, Museum Studies, Communications, Marketing, or Hospitality majors preferred.
- Must have own transportation
- Professional and friendly
- Provide exceptional customer service
- Ability to change focus and work under pressure
- Able to self-direct, prioritize, and take initiative
- Ability to work as a team member or individually
- 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 Skills
- Basic mathematical ability

## **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.

## **Employer Snapshot:**

Since 1963, LeMoyne Arts has been true to its founding principles; to promote the work of local artists and to preserve Florida's art heritage. We are sustained by memberships, donations, sales of art through our exhibitions and gallery shop, sponsorships, grants, and legacy giving.

Our gallery is located in the historic Meginnis-Munroe House (built 1854). The exhibits and gallery shop are open to the public Tuesday – Saturday 11AM- 6PM, with special hours during holidays.

Through regularly changing exhibitions, we offer inclusive and varied programs that appeal to a large constituency. We foster active collaborations with artists, and partner with a wide range of institutions including local public and private schools, the Council on Culture and Arts, FSU Museum of Fine Arts and the FAMU Foster Tanner Gallery, local businesses and non-profits.

Through classes, workshops and camps, LeMoyne Arts encourages life-long learning, appreciation, and participation in the arts for all ages, from kindergarteners to seniors.

The LeMoyne Chain of Parks Art Festival is a premier fine art festival held in Tallahassee's historic downtown Chain of Parks. Annually on the 3rd weekend in April, Chain of Parks Art Festival brings together artists and art lovers to Tallahassee from around the country. Year round, LeMoyne Arts engages and enriches the community.

The mission of LeMoyne Arts is to promote and advance education, interest, and participation in the contemporary visual arts.

**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.