

## Artpace Internship Program Information

Artpace seeks college and university students to participate in internships in all departments. Spring, summer, and fall internships are unpaid and run 8 weeks with a minimum commitment of 10 hours per week during office hours (Monday – Friday, 9am-5pm). Artpace also encourages interns to attend its after-hours programs and events.

Semester interns are an integral part of the organization, and Artpace seeks self-motivated candidates that can work both independently and collaboratively in a professional setting. Interns will apply their creativity, critical thinking skills, and enthusiasm to a range of projects under the mentorship of Artpace professionals.

### **Internship opportunities are available in the following areas:**

#### **Archive & Communications**

- Catalog digital and analog archival materials
- Edit event videos
- Experience with iMovie, Excel, Adobe CS preferred

#### **Business/Accounting**

- Assist in accounting/HR functions
- Learn about annual budgeting, external audits, and board reports

#### **Development**

- Help plan fundraising events
- Aide in audience marketing strategy
- Conduct prospective donor research; assist in donor affairs & database management

#### **Public Programs**

- Help coordinate youth and adult programs
- Prepare and facilitate creative projects and program evaluation
- Help coordinate the Artpace Teen Council, Teen Nights, and the Teen Happening

#### **Engagement**

- Support membership drive initiatives
- Collect event surveys at designated events/meets
- Research downtown community partners and businesses
- Provide support during evening events and building rentals
- Assist in visitor relations duties

#### **Studio/Exhibitions\***

- Assist resident artists with production of new projects
- Work with technical and studio staff to plan, install, de-install shows
- Prepare for exhibitions, openings, public programs, events, and openings
- **\*Rolling application deadline**

**Summer Graduate Internship\*:** Work with the Archives & Communications Department to update the Artpace Archive and Resource Library. **A \$2,000 stipend is given to the Graduate Intern for the two month, full-time position (June/July only).** \*Must be enrolled in or have recently graduated from a masters or PhD program (Art Ed/History preferred).

## **TO APPLY**

Application packets should include the following:

- Cover letter thoughtfully and clearly describing how your skills and experience meet your Artpace departments of interest
- Current resume, including contact information for two (2) references
- Completed Artpace Internship Program Application

### **Summer Graduate Internship, additional requirements:**

- Letter of recommendation
- Writing sample

## **DUE DATES\***

- Fall Semester: August 15
- Spring Semester: January 15
- Summer Semester: ~~March 15~~ April 15
- Summer Graduate Student Internship: ~~March 15~~ April 15

**\*Studio/Exhibition interns have a rolling admission deadline, please inquire for more information**

### **(PREFERRED) Email completed application as a PDF to:**

Zaneta Taylor, Education Manager, [ztaylor@artpace.org](mailto:ztaylor@artpace.org)

OR

### **Mail completed application packet to:**

Artpace  
c/o Zaneta Taylor  
445 Main Ave  
San Antonio, TX 78205

## Artpace Internship Program Application

### PERSONAL INFORMATION

Full Name:

Mailing Address:

City, State, Zip:

Primary Phone Number:

Email Address:

Are any of your family or friends Artpace employees, volunteers or members?  Yes  No

If yes, please list:

Which school or university are you attending?:

What degree(s) are you pursuing?:

Are you an artist?  Yes  No

What mediums do you work with?:

### AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

For which semester are you applying?  Fall  Spring  Summer

Date available to start:

When do you project completing your internship?

Is there some flexibility to your schedule?  Yes  No

Is this internship for school credit?  Yes  No

### EITHER OR

**For each item below, select your preference. Choose one option per line. There are no wrong answers.**

Work with visitors OR  Work behind the scenes

Do it myself OR  Work as a team

Figure out the details OR  Assemble the big picture

Work with people OR  Work with ideas OR  Work with things

Dive right in; experiment OR  Look up the information; see OR  Ask for help; have

with little instruction

what has been done before

someone walk you  
through the unfamiliar

## SKILLS AND INTERESTS

### Technology & Hands-On Skills

**Please check off each technology you feel comfortable using with little to no assistance:**

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Word               | <input type="checkbox"/> Mac          | <input type="checkbox"/> Video camera   |
| <input type="checkbox"/> Excel              | <input type="checkbox"/> PC           | <input type="checkbox"/> Digital camera |
| <input type="checkbox"/> PowerPoint         | <input type="checkbox"/> iMovie       | <input type="checkbox"/> Photoshop      |
| <input type="checkbox"/> Outlook            | <input type="checkbox"/> WordPress    | <input type="checkbox"/> Illustrator    |
| <input type="checkbox"/> Website management | <input type="checkbox"/> Social Media | <input type="checkbox"/> Adobe Acrobat  |
- Power and/or hand tools (please specify):  
 Other (please specify):

The next two sections are to help Artpace identify your skills and interests to find the best position for you at Artpace. Please be honest, there are no wrong answers.

### Skills

**Please read all of the following descriptions carefully. Select only your top four (4) interests and rank them in order of 1 to 4, (1 being the most appealing).**

\_\_\_ I enjoy hands-on art activities

\_\_\_ I enjoy working with teachers

\_\_\_ I enjoy working on one project start to finish

\_\_\_ I enjoy new challenges and tasks on a daily basis

\_\_\_ I enjoy working with children and students (which age groups/grades? \_\_\_\_\_)

\_\_\_ I enjoy getting messy

\_\_\_ I enjoy working in an office setting

\_\_\_ I enjoy research and organizing information for others to use

\_\_\_ I enjoy working with technology and/or multimedia applications

\_\_\_ I enjoy providing service to others and being a valuable resource

\_\_\_ I enjoy interacting and connecting with many kinds of people, including children, families, teenagers, seniors, first time visitors, etc.

\_\_\_\_ I enjoy talking about art with many different types of people (various ages, backgrounds, education, etc.)

**Questions**

**Using only the space provided below answer the following questions. This is a chance for Artpace staff to learn more about you. Think about your answers and be honest.**

Tell us one thing about yourself that has nothing to do with art.

Describe your most memorable museum experience.

What three things do you associate with Artpace?

List two of your greatest skills and two areas you feel need improvement.

**Scenarios**

You're running late for your internship and accidentally lock your keys in your car. You are scheduled to help during a special event. What do you do?

Your normal internship hours are from 10 AM to 4 PM. It is currently 1pm and you have completed all your duties for the day. Your supervisor is in a meeting. What do you do?

You have worked all day on a very long project. An hour before you are supposed to leave for the day you realize you have done the entire project incorrectly and it is not usable as it is. What do you do?

**Fill this space below however you wish**

Literally, put anything you want here. This section is required, but writing is not.

**CHECK THAT YOU HAVE INCLUDED THE FOLLOWING BEFORE SUBMITTING:**

- Cover letter thoughtfully and clearly describing how your skills and experience meet your Artpace departments of interest
- Current resume, including contact information for two (2) references
- Completed Artpace Internship Program Application

**Summer Graduate Internship applicants only:**

- Letter of recommendation
- Writing sample

**PLEASE READ THIS BEFORE SIGNING BELOW:**

- Undergraduate internships are voluntary and unpaid. If you can receive funding or credit through your university it is your responsibility to obtain and complete any relevant materials.
- Artpace is a section 501(c)(3) organization and is further classified as a public charity under Section 509(a)(1) and 170 (b)(1)(A)(vi) of the Internal Revenue Code of 1986, as amended. Unpaid internships in

the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible under FLSA.

- All interns accepted into the program will be subject to a background check.
- Artpace has a limited number of internships available and spots fill quickly. If we are unable to match you with an internship you will be notified by the internship coordinator once all selections have been made. To apply for future internships, you must resend all application materials by the appropriate due date.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen for an internship at Artpace I will comply with all policies and practices established by Artpace.

.....  
Signature of Applicant

.....  
Date