

# OPENSATELLITE

A RESIDENCY PROGRAM FOR CONTEMPORARY ART

## **Position: Communications Intern**

**Reports to: Director**

**Availability & Time Commitment:** 10-12 hours per week; Six-month minimum commitment preferred. Flexible schedule with ability to work remotely, but must be able to work some hours in the gallery during business hours. Will be required to attend events.

Interns will receive a \$125 stipend per month. Applicants seeking college credit are responsible for submitting necessary information to Open Satellite.

## **Description**

Open Satellite is looking for an intern to provide support in the marketing and publicity of its visual art exhibitions, special programs, and new initiatives. This position will have an emphasis on social media maintenance and virtual communication.

Open Satellite is a contemporary art gallery and artist residency program serving the Seattle metropolitan area. The program provides an opportunity for emerging and mid-career artists from outside the region to work for an extended period to create large-scale artwork in any medium. Exhibitions are staged four times annually with every fifth show focused on architecture as a critical position.

Founded in 2007, Open Satellite is committed to providing a forum for contemporary art, design, architecture and performing arts—collaborating with local artists, educators and community groups to stage ongoing public programs that support the core residency program.

## **Duties/Responsibilities**

- Organize and adapt information for dissemination in a variety of outlets
- Take the lead on updating social media regularly with relevant content
- Assist with research, development and distribution of marketing materials
- Coordinate a master communications schedule
- Write content for special programs on an as needed basis
- Document artist residencies and events
- Maintain an updated list of press and community contacts
- Assist with media inquiries and requests
- Provide event planning support and artist support
- Other related activities on an as needed basis

## **Minimum Qualifications and Qualities**

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- Outgoing individual
- Understands the importance of accuracy and communication
- Excellent writing and editing skills with ability to write concisely and persuasively
- Responsible self-starter who can work independently
- Task- and detailed-oriented
- Creativity, resourcefulness and innovative approaches to problem solving is second nature
- Above-average, bordering on exceptional, organizational skills
- Demonstrated experience maintaining the confidentiality of sensitive information
- Must be excited and familiar with using social media
- Must be familiar with MS office programs and data entry

**Desired Qualifications**

- Basic web maintenance skills are strongly desired, specifically in HTML coding
- Graphic design experience a plus
- Be a resident expert in what's cool
- Have a good sense of humor
- Personal laptop available a plus
- Strong curiosity and interest in contemporary art
- Interested in arts administration; non-profit or commercial models
- Candidates with a course of study in marketing, PR, communications or arts management preferred

**To Apply**

Please email two writing samples and a letter of interest along with your resume to [yoko@opensatellite.org](mailto:yoko@opensatellite.org). Application period is open until position is filled.

Open Satellite is located in downtown Bellevue. Free on site parking is available. Public transportation to the gallery is available, easy, and runs frequently.