

Position: Programs and Development 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 coordinating exhibitions, public programs and development initiatives.

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

- Provide event planning support and artist support
- Assist with research and development of public programs
- Coordinate exhibitions and public programs schedule
- Assist with the administrative tasks related to development programs
- Assist with updating social media regularly with relevant content
- Write content for special programs on an as needed basis
- Assist documenting artist residencies and events
- Other related activities on an as needed basis

Minimum Qualifications and Qualities

- Knowledge of and strong curiosity in contemporary art
- Passion for bringing art and audience together
- Interested in arts administration; non-profit or commercial models

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- Ability to forge strong and effective working relationships with a variety of personality types
- Excellent writing 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

- Be a resident expert in what's cool
- Have a good sense of humor and be outgoing
- Personal laptop available a plus
- Candidates with a course of study in fine arts, curatorial studies, museum studies, museology, arts administration or arts management preferred

To Apply

Please email two writing samples and a letter of interest along with your resume to 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.