

SWISS INSTITUTE / CONTEMPORARY ART
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NEW YORK / NY 10012
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INTERNSHIP PROGRAM DESCRIPTION

PURPOSE OF THE PROGRAM

The purpose of the SI internship program is to offer individuals involved in or interested in contemporary art the opportunity to participate in the day-to-day operations of a not-for-profit arts organization.

STARTING DATE

Applications are accepted on a rolling basis, but it is preferable to coordinate internships seasonally.

DURATION

The internship program is designed for a commitment of 3 - 6 months. Interns must be able to work at least 3 days per week.

REQUIREMENTS

Interns will be selected on the basis of their interest in and knowledge of art history, contemporary art and arts administration. Computer, installation and foreign language skills will enhance a candidate's application. Familiarity with Windows '98 or higher and Excel is necessary. Familiarity with Photoshop, Illustrator and Dreamweaver is very helpful and will be looked upon as an asset.

RESPONSIBILITIES

Because the SI is a small organization the work that interns are asked to do varies according to individual project and exhibition calendars. Responsibilities include, but are not limited to:

- General maintenance of the gallery space
- Assisting staff members as needed
- Interaction with the public
- Preparation for mailings and special projects
- Assisting in press and invitation mailings
- Correspondence with galleries, museums, magazines and artists
- Installation and de-installation of exhibitions
- General assistance during special events and exhibition openings
- Front desk support
- Running errands
- General office support

STIPEND

There is a stipend of \$10 per day, for lunch and travel expenses.

INTERNSHIP APPLICATION

PERSONAL INFORMATION

Name:

Address:

Telephone (Day):

Telephone (Evening):

Email address:

Emergency contact:

Name:

Telephone:

STATEMENT OF INTEREST

Briefly describe why you are interested in a position at the SI.
(use a separate sheet of paper if necessary)

- Which areas of the internship program interest you the most?
- What kind of work would you like to be doing?
- What do you hope to accomplish through this internship?

EDUCATIONAL BACKGROUND

Please list institutions attended and major areas of study.
List degrees or programs completed, if any, including the year completed.
Additional training or areas of interest (include computer experience,
installation experience and hobbies)
(use a separate sheet of paper if necessary)

ACADEMIC / PROFESSIONAL REFERENCE

Name:

Telephone:

Relationship:

PERSONAL REFERENCE

Name:

Telephone:

Relationship:

AVAILABILITY:

When would you like to begin your internship? Please circle one.

Fall Spring Summer

Please indicate the days and hours you are available:

Please fax your application to 212.925.2040 or send it to the address above