



SI INTERNSHIP PROGRAM
UPDATED FALL 2017

PURPOSE

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, however internships will be coordinated seasonally.

DURATION

The internship program is designed for a commitment of 3 months. Interns must be able to work at least 3 days per week; fewer days will be considered on a case-by-case basis. Our office hours are Monday to Friday, 10am-6pm.

REQUIREMENTS

Interns will be selected on the basis of their interest in and knowledge of art history, contemporary art and arts administration. Applicants must be fluent in the Microsoft office suite and comfortable using Mac computers. Experience with Adobe suite preferred, language skills in French, German, or Italian are a plus but not necessary. Experience with eTapestry is also a plus.

RESPONSIBILITIES

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

Assisting staff members as needed • Preparation for mailings and special projects • Assisting in press and invitation mailings • Correspondence with galleries, museums, magazines and artists • General assistance during special events and exhibition openings • General office support • Supporting development and fundraising projects •

STIPEND

There is a stipend of \$15 per day for lunch and travel expenses.

TO APPLY

Please send a cover letter and resume to intern@swissinstitute.net.

Include in the cover letter your availability (Monday-Friday, number of days per week, and start date), which areas of the internship program interest you the most, and why you are interested in SI.