



Heights Arts Gallery and Store Intern, Part Time

General Description: Heights Arts is seeking an intern for our store in Cleveland Heights, Ohio. This internship will assist the Store Manager in two different phases of implementation and follow-up of our Holiday Store, and maintenance of our year-round Store. The intern will also assist the Exhibition Coordinator in managing the implementation of these exhibitions through every phase of their development from planning to installation and de-installation.

The Holiday Store occurs every year in the months of November and December, representing a large portion of Heights Arts' income for the year. Heights Arts presents four group and four individual exhibitions throughout the year, between January and October.

About our Visual Arts Programming: The Store includes a broad selection of giftable art in ceramics, glass, jewelry, painting, printmaking, photography, fiberworks, artist tees, paper crafts and handmade holiday cards, as well as artisan items for the home and the littlest ones in the family (not to mention poetry chapbooks and CDs from Cleveland musicians). Because the Holiday Store fills the entire gallery space with works from more than 80 artists, the list is far from complete. New art continually arrives through December, so visitors are encouraged to return and support local artists with their holiday purchases. Special seasonal shopping days may include Small Business Saturday plus the Cedar Lee Holiday Stroll in early December.

Our exhibitions are in various stages of planning and implementation throughout the calendar year and require attention based on where they are in development. This could include research on certain artists for specific themes, reviewing submissions, installing shows or de-installing after a show. The programming is developed through our volunteer Exhibition Community Team members (ECT) in collaboration with our exhibition programming staff.

Educational Value: Interns will learn and develop interpersonal skills in dealing with the public and artist community in person and through online and telephone communication. In addition, Interns will learn skills in database management, inventory management, and retail management through their work in identifying new and maintaining current relationships with artists and the community. Interns will gain insight into Cleveland's artist community and artist culture, and interface with other arts organizations with which Heights Arts collaborates. We can also address opportunities that align with an individual intern's interest if it relates to our operational procedures.

Eligibility: Internships are available for university undergraduate and graduate-level students and recent graduates of university programs. Working artists and exceptional high school students will be evaluated and accepted on a case-by-case basis. College Credit for your internship may be arranged through your university.

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Responsibilities: Two Store internships: October through May, and June through January will include the following:

Work with Store Manager and Exhibition Coordinator to:

- Set up Holiday Store, group and individual exhibitions (decorations, window display, etc)
- Receive, tag and record artist inventory and exhibition items
- Track artist sales and enter payables to artists
- Recruit artists for volunteer shifts in the store
- Assist in sales
- Assist in any events related to Store and Exhibitions
- Research new artists
- Make studio visits / evaluate work
- Poll previous artists about satisfaction regarding previous year
- Send and follow through on contracts to artists for upcoming store
- Attend Exhibition Community Team (ECT) meetings and assist Exhibition coordinator with management of
 - Volunteers and participation
 - Maintaining schedule and communications with artists and ECT members

Perform other work as assigned (exhibition mailings, donation and membership processing, etc)

Required: Heights Arts seeks interns passionate about the arts who possess strong interpersonal and organization skills. Interns must be comfortable with working independently and taking initiative in a specific task. Examples of this might be contacting artists to evaluate their work through phone, online and personal contact in meetings or studio visits. Tasks may vary day-to-day and will vary depending upon the time of year. Interns will work under the store manager and exhibition coordinator.

When: This position is 10 to 15 hours a week (including evenings and weekends).
*Interns who apply MUST be in town and available to work holiday hours from **October 1 through mid-January.***

Where: Heights Arts (Gallery, Store and Performance Space) at 2175 Lee Road in Cleveland Heights, OH 44118

www.heightsarts.org

<https://www.facebook.com/HeightArts>

Compensation: Intern pay is \$10.00 per hour, paid with a two week-delay semi-monthly.

Benefits: 401K matching / Employee store and exhibition discounts

Contact: Please apply for the internship position at <http://www.heightsarts.org/employment/> with cover letter, resume, relevant experience examples and 3 references.

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Our Story: Heights Arts is a nonprofit community arts organization in Cleveland Heights, Ohio. Founded in 2000, Heights Arts cultivates a strong, diverse, and collaborative arts community by inspiring people of all ages to engage in the arts; supporting the arts through education; providing exhibition and performance opportunities; and fostering public appreciation for the arts. The organization contributes to Northeast Ohio's artistic vitality by showing regional artists at Heights Arts Gallery on Lee Road near Cedar Road, facilitating public art and design projects, presenting chamber music and other concerts in intimate settings, nominating and supporting the Cleveland Heights Poet Laureate, and holding classes and workshops in the arts.

Heights Arts does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.