HEIGHTSARTS

Intern, Part Time – Heights Arts Gallery and Store

What: Heights Arts is seeking an intern for our store in Cleveland Heights, Ohio. This internship will assist Heights Arts in two different phases of implementation and follow-up of our Holiday Store, and maintenance of our year-round Store. The Holiday Store happens every year in the months of November and December, representing a large portion of Heights Arts' income for the year.

Description: 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.

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.

Responsibilities:

Two Store internships: September through May, and May through January will include the following:

- Setting up Holiday Store (decorations, window display, etc)
- Receiving, tagging and recording artist inventory
- Tracking artist sales and entering payables to artists
- Recruiting artists for volunteer shifts in the store
- Assisting in sales of work
- Assisting in any events related to and / or during the Holiday Store
- Researching new artists
- Studio visits / evaluation of work
- Polling previous artists about satisfaction regarding previous year

- Sending and following through on contracts to artists for upcoming store
- Other work as assigned (exhibition mailings, donation and membership processing, etc)

You: 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 gallery manager and executive director.

Us: 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.

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.***

Compensation: Intern pay is $11.00 per hour, paid with a two week-delay semi-monthly.

Where:
Heights Arts Gallery at 2175 Lee Road in Cleveland Heights, Ohio

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