

**What:** We are seeking a Store and Exhibitions intern for our multi-disciplinary nonprofit arts organization in Cleveland Heights, Ohio. This nine-month internship will assist Heights Arts in two different phases of implementation and follow-up of our annual Holiday Store, maintenance of our year-round Store, will assist the Exhibitions Coordinator with the organization's Exhibitions Community Team to plan and implement our group and spotlight exhibitions during the internship period.

**Program Description:** The Holiday Store happens every year in the months of November and December, representing a large portion of Heights Arts' income for the year. The Holiday Store fills the entire gallery space with works from more than 100 artists. 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.

The year-round Store includes a broad selection of art, craft, and gifts in ceramics, glass, jewelry, painting, printmaking, photography, literature and poetry books, fiber works, artist tees, paper crafts and handmade cards, as well as artisan items for the home and the littlest ones in the family.

Heights Arts presents five group and five individual exhibitions each year. The Exhibitions Community Team (ECT) is meant to engage the resources of the surrounding community to provide expertise and ensure that Heights Arts' visual arts programming is of the highest quality, is relevant, and reflects our community. Community team members are essential to the success and quality of Heights Arts programming. To keep the team running at its best capacity, team members commit to the following: Special expertise in particular media and/or familiarity with specific artistic communities in the region.

**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.

**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

# HEIGHTS ARTS Intern, Part Time – Heights Arts Gallery and Store

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 & exhibitions coordinator, and programs coordinator.

**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.*

## **Responsibilities:**

- Make visitors the first priority when serving at the sales desk
- Gallery maintenance including repairing, painting, and cleaning
- Proper art installation and handling in the Store, Holiday Store, and Exhibitions
- 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 events as needed
- Researching new artists
- Studio visits / evaluation of work
- Knowledge of Heights Arts programming and upcoming events to convey our mission to customers and event attendees
- Assist in preparing materials for bi-monthly ECT meetings
- Routine calendar and appointment organizing
- Assist with general store email
- Serve as an ambassador of Heights Arts in the community
- Assisting with artist paperwork such as contracts, labels, inventories, and programs
- Paid attendance at the All Organization Retreat each February
- Other work as assigned (exhibition mailings, donation and membership processing, etc)

**When:** Two internship positions available, September through May, and May through January

**Availability:** *Interns who apply MUST be in town and available to work holiday hours from **October 1 through mid-January**. Average 10-15 hours weekly, with additional weekday hours in December.*

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- **Store Hours:** Must be available to work Saturdays 12-7pm and at least 3 hours on a Monday, Thursday or Friday between 1 -7pm.
- **Exhibitions:** Attendance is required at bi-monthly ECT meetings held on Thursday evenings between 6-7pm, and exhibition installations – typically the Tuesday prior to each show opening.

**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.