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| <b>Title: SAY Sí Visual Arts Program Intern [Unpaid]</b>   | <b>Term: 100 – 300 Hours</b> |
| <b>Reports to: Visual Arts Staff</b>   | <b>Date: SP, SM or FL</b>    |
| Summary Description: The Visual Arts Program Intern will provide assistance and support to SAY Sí's VA program by implementing administrative systems, procedures and policies as they apply to program, studio and instructional assistance. Intern will gain valuable experience in program management, specifically: visual art instruction, studio maintenance and gallery curation. |                              |

**SAY Sí's high school visual arts program:** VA (Visual Arts) is committed to the creation of new and original artwork by high school youth. The program challenges students to develop their artistic voice by exploring concepts, themes and mediums and creating artwork to share with their peers and the public.

**VA Intern Job Duties:** Performs Visual Art studio support activities for Visual Arts program director and instructor. Duties may include assistance with demonstrations/workshops, studio maintenance, student mentoring & engagement, documentation of student art work and gallery preparation for exhibit.

- Assists instructors with project planning; technical demonstrations; research and development and project examples.
- Maintains inventories visual art studio supplies; recommends and creates supply lists upon request; maintains organization of studio.
- Documenting works in progress, field trips/visiting artist workshops/Master Classes and student artwork. Editing and organizing photos as needed.
- Provides assistance with SAY Sí events and exhibits.
- Assists in gallery: checking in gallery-ready artwork, installing/deinstalling exhibits and returning student artwork.

**Qualifications:** Undergraduate or graduate program and enrolled for the current school year encouraged to apply. (Please include a copy of schedule of classes for next term.) Students enrolled in the following programs should consider applying: Arts, Arts Education, Fine Arts, Studio Art, Art History or related field. Visual Arts portfolio (optional). Some woodshop/sculpture experience preferred.

**Requirements:**

- Must be a high school graduate. Bachelors or pursuing degree or work-equivalent.
- Must submit at least 1 letter of recommendation from an instructor or supervisor (cannot be relative).

**Schedule:** Flexible minimum-part-time to part-time schedule. School/courses and job schedule will be considered. Spring/Fall hours: Monday –Thursday, 11 a.m. – 7:30 p.m. Saturday 9 - 5 p.m. Schedule subject to change, may include First Friday and other special events. Guideline commitment of 100 - 150 trimester/semester hours or 10 - 30 hrs/week to be discussed prior to acceptance. Intern schedule subject to change, may include First Friday and other special events.

**To apply:** All potential candidates will need to submit PDFs of their resume, cover letter and letter of recommendation from an instructor or supervisor to [nicole@saysi.org](mailto:nicole@saysi.org) Visual Arts/Media/New Media Art or other portfolio/work samples (highly encouraged)

Email Subject line- VA Internship

Letters - ATTN: Nicole Amri, Program Director

Submissions will be accepted until position is filled. **No phone calls please.**