



Fort Worth Public Art Internship Opportunity

Application Deadlines:

Fall 2011
Monday, August 22, 2011

Spring 2012
Tuesday, January 17, 2012

Description:

Fort Worth Public Art seeks a highly motivated and organized college intern to assist with administrative and project-oriented tasks. Interns must be willing to commit 8-10 flexible hours per week (minimum 4 hour blocks of time preferred) for a minimum of 3 months. All internships are entry level and unpaid.

Fort Worth Public Art Interns will be exposed to a variety of public art projects and issues locally and nationwide and, therefore, should have an interest in arts administration and contemporary art. The ideal candidate will be a graduate student or an upper-level undergraduate student studying art, art history, arts administration, urban planning, or related studies. Additionally, highly qualified individuals should have advanced skills in Word, Excel, Access or FileMaker Pro, and PhotoShop, as well as strong writing skills and some experience using digital media.

Duties may include but are not limited to:

- Maintaining FWPA artist and project files
- Providing public information (i.e., answering phones, processing artists' applications, and assisting visitors using the artist registry).
- Conducting research (i.e., public art best practices, public artists, artist opportunities)
- Performing basic administrative tasks, such as filing, photocopying and preparing mailings
- Providing support for FWPA public art and/or collection management projects
- Assisting with artist selection panel meetings and/or public events

Additionally, interns are encouraged to attend Art Commission meetings (the second Monday of the month, 5:30 PM at the Fort Worth Community Arts Center, 1300 Gendy Street) to enhance their experience with public art. *If you are participating in this internship for college credit, please consult your academic advisor as specific times, dates, and requirements may apply.*

Please mail your **resume and cover letter outlining your interest, qualifications and availability** by deadlines specified above:

Fort Worth Public Art
C/o Michelle Gonzales, Public Art Program Specialist
1300 Gendy Street
Fort Worth, TX 76107
Phone: 817.298.3027
Fax: 817.298.3067
Email: mgonzales@fwpublicart.org

To learn more about Fort Worth Public Art, please visit www.fwpublicart.org.