



## Fort Worth Public Art Internship Opportunity

### Application Deadlines:

Fall 2010  
Friday, August 27, 2010

Spring 2011  
Friday, January 14, 2011

### Description:

Fort Worth Public Art seeks a highly motivated and organized individual 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 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 some experience using digital media.

Duties may include but are not limited to:

- Maintaining FWPA databases
- Providing public information (i.e., answering phones, answering requests, processing artists' applications, and assisting visitors using the artist registry).
- 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](mailto:mgonzales@fwpublicart.org)

To learn more about Fort Worth Public Art, please visit [www.fwpublicart.org](http://www.fwpublicart.org).