



Fort Worth Public Art Internship Opportunity

Application Deadlines:

Fall 2009
Friday, September 4, 2009

Spring 2010
Monday, January 25, 2010

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. Good verbal and written communication skills are a must. Additionally, highly qualified individuals should have proficiency in Microsoft Office (Word, Excel, PowerPoint); Adobe Creative Suite (Photoshop, In Design); as well as database experience. Experience using digital cameras is also a plus.

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 Fort Worth 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.