

CHICAGO GALLERY NEWS

Administrative Internship Spring 2017

Internship Dates: March 27-June 2, 2017

Deadline for Applications: March 1, 2017

Chicago Gallery News is seeking an administrative intern to assist with CGN's spring events and activities, as well as production of May-August 2017 issue.

In this position students interested in publication, arts administration, or marketing will gain broad, hands-on experience at the area's most prestigious magazine devoted to the visual arts. You will meet gallery directors and artists, you'll interact with members of the public interested in the arts, and you'll have your name in print in the upcoming edition of *Chicago Gallery News*. You'll learn about the many facets of our art community, become a knowledgeable point person in the art scene, and make many valuable contacts with dealers and other arts professionals.

Duties include, but are not limited to:

- research area art galleries and art resources to gain an understanding of the region's art community
- organize weekly gallery tours
- oversee marketing efforts for gallery tours
- develop *CGN* promotional materials
- assist with updates to *CGN* website
- confirm contact details and gather exhibition information from area galleries
- assist with magazine production
- assist with distribution
- develop projects or initiatives related to the art community

A minimum of two full days (Tu-Fr, 9am-5pm) is required. We will establish a schedule that works for you and for us. The internship runs from **March 27-June 2, 2017**, with an option to continue through the spring of 2017. Dates and times are subject to discussion and we will work out a mutually agreed upon schedule.

This is an unpaid internship. We are happy to arrange for course credit with your university where appropriate. We can also discuss transportation reimbursement.

About Chicago Gallery News:

Founded in 1983 Chicago Gallery News is the central source for information about the area's art galleries, museums, events, and resources. We cover Chicago galleries, artists, art centers and museums, as well as visual arts happenings and institutions the region, reaching readers in the Midwest and beyond. *CGN* aims to be a clear, accessible link to the creative world, as well as an advocate on behalf of our art community.

Published three times a year in January, May and September, both the magazine and website feature dozens of galleries, openings, exhibitions and specialties. We also list scores of art-related businesses and resources, nonprofit arts organizations and institutions, as well as alternative spaces, artist studios, and art centers. *CGN* features an ongoing series of art profiles, highlighting the unique perspectives of Chicago's art dealers, artists, and collectors.

Skills & Qualifications:

- Strong interest in the visual arts, arts management, and/or marketing
- Strong phone and personal communication skills
- Detail-oriented
- Design experience and familiarity with Adobe CS a plus
- Familiarity with *Chicago Gallery News* and chicagogallerynews.com prior to interview

To Apply: Please send a resume and cover letter in PDF format to alison@chicagogallerynews.com by **March 1, 2017**.