



# INTERNSHIPS

## @ Byrdcliffe

The Woodstock Byrdcliffe Guild is seeking talented interns for its Fall 2012 and Winter 2013 Internship Program. Participants gain hands-on experience in the arts, working closely with Byrdcliffe's small staff to assist in our organization's daily operations, including exhibitions, events, marketing and development. Internships can be focused to meet individual interests and availability.

- Dates**.....November 2012 – April 2013
- Commitment**.....1-3 days a week for a period of 3-6 months.
- Deadline**.....Applications are accepted on an ongoing basis, but generally should be submitted 4-6 weeks before the proposed start date
- Compensation**.....Interns may arrange to receive credit through their college or university. Participants may receive a small stipend to cover the cost of transportation.
- Qualifications**.....Current students and recent graduates of undergraduate and masters programs are encouraged to apply, including (but not limited to) studio art, photography, design, art history, curatorial studies and arts administration.

**Internship Description:** Admin interns work closely with the Program Coordinator and Operations manager to in the following areas:

Exhibitions: Interns may assist in the installation of exhibitions and the production of supporting materials (binders, price lists, etc.). Interns may also help prepare for exhibition receptions and talks.

Events: Interns assist in the coordination of artist talks, concerts, fundraisers, and other public programs, including research, set-up, and hospitality.

Marketing: Interns assist in the promotion of public programs, the AiR program and workshops through press releases, postering, calendar listings, and other forms of public outreach.

Development: Interns may assist in foundation research and membership mailings.

**To Apply: Please send a letter of interest, resume, and 2 references**

**to: [alexis@woodstockguild.org](mailto:alexis@woodstockguild.org) OR Attn: Internships- - - - - >**

**Woodstock Byrdcliffe Guild // 34 Tinker Street, Woodstock NY 12498**

**Want More Info? Visit [byrdcliffe.org](http://byrdcliffe.org) or call (845) 679-2079**