



Position: Internship (Programs Assistant)
Hours: Part time, flexible (T-F 11a-7p Sat 11a-5p)
Duration: Ongoing, Flexible
Reports to: Nicole Stahly, Programs Manager
Wages: Unpaid
Benefits: This position is not available for benefits
Number of Employees Supervised: None
Application Deadline: Ongoing, Flexible

The Center for Fine Art Photography is a non profit organization dedicated to promoting the art of photography by supporting the growth of creative artists through exhibition and educational programs. The Center provides many opportunities for students to learn about photography, exhibitions, art, modern gallery procedures, office administration, customer service, and other operations of a professional art organization.

The Programs Assistant Internship will report to the Programs Manager of The Center for Fine Art Photography.

At the direction of the Programs Manager this person will:

1. Maintain confidentiality in all business matters, including financial transactions and all concerns pertaining to clients, artists, staff, vendors and volunteers.
2. Work with the Programs Manager and other staff members on exhibition preparation and installation. This is to include but not limited to, organize and maintain artists records, preparation of exhibition labels and forms, creating press releases for individual photographers, unpacking prints for exhibits, gallery set up such as hanging images and setting labels, assisting in First Friday preparation, mailing donation and thank you letters to artists, and performing general office duties.
3. Assist with the administrative details of the Center. This could include, but is not limited to answering the phones, assisting customers and gallery visitors, aid in the preservation of inventoried images, continuing the inventory process, and to be aware and responsible for deadlines and important dates.
4. Other duties as assigned by the Programs Manager in the operation of the Center.

Position Requirements:

1. Experience in computer software for: Word, Excel, and Internet navigation. This position requires the ability to type a minimum of 35 wpm. Knowledge of Photoshop, InDesign and Illustrator is helpful, but not a requirement.
2. Strong computer and customer service skills
3. Ability to maintain confidentiality in all business matters.
4. Experience with office equipment and technology to include, but not limited to: computer networking, security software, multi-line phones, computers, copiers, fax machine and printers.
5. Ability to work Saturdays and non-traditional hours if needed for openings or special events.
6. Professional appearance and manner.

Center interns will have the ability to:

- Schedule hours for internships between Tuesdays and Fridays from 11am to 7pm or Saturdays from 11am to 5pm. Times and days will vary, but schedules are flexible.
- Handel fine art photography for packing and unpacking.
- Assist with exhibition installation.
- Answer phones and provide customer service.
- Learn office administrative skills such as typing documents, producing mailings, accomplish online research projects, documenting inventory, organize electronic and paper files, and create press releases.
- Attend First Friday gallery receptions and meet artists.
- Greet visitors as the Gallery Attendant...and much more.

To Apply: Please email a cover letter and your resume to:
Nicole Stahly, Programs Manager at nicole@c4fap.org