

# **CULTURAL COUNCIL FOR PALM BEACH COUNTY**

## **POSITION DESCRIPTION**

**Title:** Artist Services Intern

**Term:** 2023 - 2024 (2 semesters)

**Reports to:** Director of Artist Services

### **Job Summary**

The Artist Services Intern will assist with an ongoing research project engaging artists of Palm Beach County in surveys and tabulating responses. The intern may also have the opportunity to participate in selected interviews and studio visits with Palm Beach County artists. The intern assists in the administrative management of exhibitions in our galleries. Specifically, the Intern assists in the creation and maintenance of department files and archives. The position offers flexible hours and the opportunity to work with Palm Beach County's vibrant cultural sector.

### **Duties and Responsibilities**

#### **Programming & Process**

- Under the supervision of the Director of Artist Services, works as the primary collector of responses to ongoing surveys of Palm Beach County artists
- Assists the Director of Artist Services in creating, sending, and managing all documentation for exhibition in our galleries
- Participates in the installation and deinstallation of Main Gallery exhibitions
- Assists creative professionals in completing Artist Directory listings
- Speaks knowledgeably to visitors about artists in all gallery exhibitions

### **Qualifications and Requirements**

#### **Education and Experience**

- Attention to detail
- Visual art background
- Flexible schedule

#### **Skills and Abilities**

- MS Office, Photoshop
- The ability to establish and maintain effective working relationships with colleagues and others
- Strong focus on accuracy and efficiency
- Organizational skills that benefit the entire Artist Services department

#### **Learning Goal**

- **The primary goal of this Internship is to provide hands on experience and a foundation in standard curatorial practices. This internship should serve as the equivalent of an introductory museum studies course and give the intern a solid appreciation of the time and tasks behind the scenes of bringing exhibits from conception to completion.**

## **HOW TO APPLY**

The Cultural Council for Palm Beach County is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the cultural sector are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Interested candidates should send resume and cover letter to:  
[jobs@palmbeachculture.com](mailto:jobs@palmbeachculture.com). Note: Artist Services Intern in the subject line. No phone calls please.