



Position: GALLERY INTERN

About us:

Longwood Arts Project is the contemporary art center and visual arts program of the Bronx Council on the Arts with the mission to support artists and their work, especially emerging artists from underrepresented groups such as people of color and women, through Longwood Art Gallery @ Hostos, and public programs that provide opportunities for free and open dialogue.

Longwood Arts Project presents solo and group exhibitions of works of art produced in various media or through interdisciplinary practices that connect artists, communities, and ideas within and beyond the Bronx.

This position reports to the Manager of the Art Gallery.

Description:

The art gallery seeks motivated candidates that are interested in working in a creative professional environment and gallery setting. This position aims to give the necessary training and skills to interested candidates that have a strong desire to work in the arts administration field, in particular daily operations and exhibition planning. The ideal candidate must demonstrate an interest in fine (studio) arts, art history, and all forms of interdisciplinary arts, urban and contemporary art issues. Must be enthusiastic and possess excellent communication skills and the ability to work and interact with others, including speaking about the exhibitions in the art gallery, and providing information at the reference desk.

Responsibilities will include:

- Greet daily visitors, and serve as information center for visitors to the gallery
- General office and receptionist duties, filing, faxing, making copies and mailings
- Assist with outreach, research of tasks as assigned related to outreach for upcoming projects
- Working on other projects as assigned
- Scanning and digitizing materials from Longwood Gallery archives

Qualifications:

- Punctual, responsible, passionate and interested in contemporary art
- Strong written and verbal skills
- Strong communication and interpersonal skills
- Bilingual (or multilingual) language proficiency (including English) is a plus
- Proficiency in Word, Google Docs, and email
- Self starter and motivated

About Bronx Council on the Arts

Recognized nationally as a leading arts service organization in providing cultural services and arts programs, BCA serves a multicultural constituency of almost 1.4 million residents. BCA provides an array of services to 500+ artists and more than 200 arts and community-based organizations BCA supports and connects the borough's diverse arts community through programs and services for artists, cultural organizations

and residents of all backgrounds and ages. As the Bronx cultural anchor since 1962, BCA is recognized as the catalyst that has strengthened and empowered the arts and culture of the Bronx. We give grants, present arts events, train artists, teach kids, incubate new projects and promote the arts across the Bronx. BCA provides cutting edge programming in arts education and cultural strategies to help revitalize local communities. It designs and implements programs that focus attention on issues of concern to Bronx residents including: job training, social justice, independent contracting, business startups, environmental concerns, and health related issues.

Basic cultural services include direct financial support to individual artists and non-profit organizations, information services, technical assistance, education and community programming, advocacy and the operation of our Longwood Arts Project Gallery.