

# Edna Carlsten Art Gallery Internship

**ART 418**

**1-3 CREDITS**

**SYLLABUS      SPRING 2018**

Instructor: Jim O'Connell

Office: CAC 205

Contact: 715.212.2759 cell / [joconnel@uwsp.edu](mailto:joconnel@uwsp.edu)

## Requirements

1. Choose between 1 and 3 credits.
2. Choose one of the four attached positions, OR
3. Meet with Professor O'Connell to negotiate some combination of the duties listed that meets your interests and professional goals.
4. Spend at least 40 hours per credit on the agreed-upon duties.
5. Submit a final evaluation and a 2-page reflective essay on the experience by the last day of the Final Exam period.

# Public Relations Officer

## Intern Job Summary

As the public relations officer, you will plan and create material that will maintain or enhance the public image of the Carlsten Art Gallery. In other words, you get to promote all exhibitions and events of the Carlsten! You will do this through digital and print marketing and playing a large part in the planning of artist talks, panel discussions, and opening or closing receptions for a show.

## Intern Duties and Responsibilities

- Work very closely with the College of Comm and Arts marketing team
- Write press releases and announcements about shows and events
- Manage and update the Edna Carlsten Art Gallery social media accounts
- Work with the graphic designer on promotional items (you would handle the text part of it)
- In charge of planning events (you will still have a team to work with you on this and will work closely with Jim the head of the Gallery on this one!)
  - Contact/email speakers for talks
- Attend gallery events if you can – possibly give short intros for speakers
- ALL INTERNS work a minimum of 40 hours per credit for the semester.
- ALL INTERNS also must go to the Carlsten Gallery Advisory Committee meetings which are one hour meetings that you can put towards your hours needed.
  - At these meetings members of the committee, interns, the student manager, and faculty manager will discuss the upcoming shows and progress on projects. These meetings will be scheduled during free time of all interns so there are no conflicts.
- ALL INTERNS help with installation, hanging, and painting for shows (this time also counts for your intern hours!)

# Curator

## Intern Job Summary

As curator, you will oversee the care, display, and information of all artworks in the gallery. You will get to work closely with the full-time staff curator, artists, and historians to learn curatorial practices. You will also be the head curator for the Edna Student gallery.

## Intern Duties and Responsibilities

- Work very closely with the specific curator and/or artist on layout of show
  - there is usually a full time staff member who is the overseeing curator
- Create a game plan for installation for the team to follow
- Make sure work is packaged and handled correctly
- Help with selection of work (if needed for the specific show)
- Be in charge of curating Edna Student Art Gallery section with student work
  - Select the student work or work with professor on selecting work
  - Lead installation
- Handle artwork pick up and drop off
- Fill out condition reports on art pieces
- Write descriptions of the show
- Create labels for the work
  - information will be provided for by the artists
- ALL INTERNS work a minimum of 40 hours per credit for the semester.
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  - At these meetings members of the committee, interns, the student manager, and faculty manager will discuss the upcoming shows and progress on projects. These meetings will be scheduled during free time of all interns so there are no conflicts.
- ALL INTERNS help with installation, hanging, and painting for shows (this time also counts for your intern hours!)

# Registrar/Historian

## Intern Job Summary

As the Registrar, you will keep track of the current exhibitions and the large permanent collection of the Gallery by recording and maintaining art records. You will get the unique opportunity to work with the historical preservation committee to develop the 125<sup>th</sup> year anniversary exhibition for Fall of 2019. This exhibition is a show of the permanent collection here on campus.

## Intern Duties and Responsibilities

- Record and maintain records of all art pieces around campus and in the art vault
- Record ownership and borrowing of art pieces
- Organize and improve the organizational system for the art vault and storage rooms
- As mentioned in the summary, work with the historical preservation committee on the 125<sup>th</sup> anniversary exhibition
- If desired, could create/start a digital archive of past exhibitions
  - Archives would include pictures of exhibition, digital files of promotional materials, condition reports, and any other files/documents that would be applicable to the show
  - Take pictures of exhibitions to add to the archives
- ALL INTERNS work a minimum of 40 hours per credit for the semester.
- ALL INTERNS also must go to the Carlsten Gallery Advisory Committee meetings which are one hour meetings that you can put towards your hours needed.
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- ALL INTERNS help with installation, hanging, and painting for shows (this time also counts for your intern hours!)

PLEASE EMAIL [JIM.O'CONNELL@UWSP.EDU](mailto:JIM.O'CONNELL@UWSP.EDU) IF YOU HAVE ANY QUESTIONS!

# Graphic Designer

## Intern Job Summary

As the Graphic Designer, you will create a variety of cohesive material for each exhibition. You will work closely with the Communication and Art Department marketing team, artists, and the PR intern to create a unique brand for each exhibit.

## Intern Duties and Responsibilities

- Design all graphics for marketing materials
  - Posters
  - JPEGs for online promotions
  - Informational exhibition cards
- Design title wall and other wall decals needed
- Help with design of labels for artwork if needed
- Work closely with the PR intern and Comm and Art Department marketing team to create the marketing materials
- Follow the UWSP Style Guide
- Hang up posters and give marketing materials to those who need it
- ALL INTERNS work a minimum of 40 hours per credit for the semester.
- ALL INTERNS also must go to the Carlsten Gallery Advisory Committee meetings which are one hour meetings that you can put towards your hours needed.
  - At these meetings members of the committee, interns, the student manager, and faculty manager will discuss the upcoming shows and progress on projects. These meetings will be scheduled during free time of all interns so there are no conflicts.
- ALL INTERNS help with installation, hanging, and painting for shows (this time also counts for your intern hours!)