

Wednesday, May 8, 2013

Intern to Arts Coordinator

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About:

Gowanus Art + Production (GAP) is the art division of Gowanus Hospitality, home of The Green Building, 501 Union, and the Gowanus Gallery. GAP provides innovative space for artists to show work. GAP currently rents our locations for film and photo shoots and runs 4 live art performance series. In the near future, GAP will open The Gowanus Gallery and is looking forward to working with visual artis.

Intern role:

The GAP intern's primary role will be to provide creative support to the GAP Art Coordinator. The GAP intern will work alongside the Art Coordinator to produce semi-regular performance series while assisting with all necessary administrative duties. The intern will also maintain all social media accounts and help communicate about GAP happenings.

Intern Responsibilities:

Live Arts:

- Assist Art Coordinator in production of all GAP performances
- Liaise with artists prior to and after all GAP performances
- Update GAP website, Facebook posts, and twitter accounts

Production:

- Check Production Weekly and reach out to local film producers
- Research what is shooting in the NY area (film, commercial, photo, TV)
- Add and update contacts in database

Intern Qualifications:

- Extremely savvy with social media (active and consistent with building an online following)
- Possess a background in theater, dance, or production
- Have a strong interest in arts administration
- Have a working knowledge of the NY art scene
- Bachelors Degree or appropriate work experience
- Excellent writing skills

Compensation:

The internship is unpaid, but lunch and a weekly metrocard will be provided. The time commitment is 15 hours a week (preferably 2 days a week). For more information, email info@gowanusarts.com

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