



The Living Arts & Science Center
362 North Martin Luther King Blvd.
Lexington, KY 40508
859.252.5222
LASCLEX.org
volunteer@lasclex.org

Gallery Internship

Position Overview:

The Gallery intern will work with the Gallery Director and other LASC staff to assist with the marketing and creation of galleries. If selected you will assist LASC's Gallery Director on all exhibition-related administration including planning and installing of exhibitions, the development of accompanying hands-on component for each exhibition, as well as help oversee special events like the Day of the Dead Festival and art donations for the LASC's fundraiser H' Artful of Fun. Assist in the edit and production of brochures, postcards, and exhibition wall text. Help coordinate the packing, shipping, storage, insurance, and documentation of works of art in the permanent collection as well as those on loan for temporary exhibitions. Aid with recruitment and database development of artists, collectors, and groups to invite to participate in special art exhibition-related events. This internship is unpaid.

In addition to these duties, the Gallery Intern will have an opportunity to work with other staff members relating to programming, education, and development. The Gallery intern will gain a good understanding of how non-profits work. Other tasks might include working at various events (when available), coordinating mass mailings, assisting with the distribution of flyers and brochures to promote events, and general office assistance (answering phones, making copies, etc.).

Qualifications:

- Interns must be able to work independently and with others.
- Excellent communication skills, both oral and written, are essential.
- Ability to see a project from the beginning to end and to meet deadlines is critical
- Strong writing and computer skills including knowledge of desktop publishing such as Photoshop
- Ability to adapt to constantly changing tasks and duties
- Detail-oriented with a strong sense of aesthetics
- Understanding of art processes and art history.

About the LASC:

The Living Arts & Science Center (LASC) is a not-for-profit organization providing creative and unique opportunities in the arts and sciences for children and adults. Founded in 1968, the LASC now serves over 40,000 individuals annually through art and science exhibits, classes, workshops and community programs. The LASC provides programs and services in our own facility as well as in schools, social service agencies, community centers, libraries and at community events. Stop in and see why the Living Arts & Science Center is...the place where creativity grows!

You can apply for our internships through the Handshake portal or resume and cover letter submission to volunteer@lasclex.org. If you have any questions, please don't hesitate to contact us via email or phone at 859-252-5222

****Applications for Spring 2020 opens September 15th and close November 15th, 2019 at 5:00 pm****