

CHICAGO GALLERY NEWS

Administrative Internship Spring 2018

Dates: Begin late March-early April 2018, End TBD

Deadline for Applications: Monday, March 12

Chicago Gallery News is seeking an administrative intern to assist with production of our Summer 2017 issue. In this position, students interested in publishing, arts administration, or marketing will gain broad, hands on experience at the area's most prestigious magazine devoted to the visual arts. You will meet gallery directors, art dealers, artists, and more. Your name will be in print in the upcoming edition of Chicago Gallery News. You will learn about the many facets of our art community, become a knowledgeable point person in the art scene, and make many valuable contacts with dealers and other arts-based professionals.

Duties include, but are not limited to:

- Research area art galleries and art resources to gain an understanding of the region's art community
- Attend press previews at local museums and galleries
- Assist with marketing/development for gallery tours
- Develop CGN promotional materials
- Assist with updates to CGN website
- Gather and confirm exhibition information from area galleries
- Assist with magazine production
- Assist with distribution
- Proofread print issue

Skills & Qualifications: *(Please note this is an entry level internship)*

- Strong interest in the visual arts, arts management, and/or marketing
- Strong interpersonal communication skills
- Detail-oriented
- Design experience and familiarity with Adobe CS a plus
- Familiarity with Chicago Gallery News and chicagogallerynews.com prior to interview

A minimum of 15 hours per week (Mon-Fri, 9am-5pm) is required. Dates and times are subject to discussion and we will work out a mutually agreed upon schedule. This is an unpaid internship. We are happy to arrange course credit with your university where appropriate. We can also discuss transportation reimbursement, if needed.

About Chicago Gallery News:

Founded in 1983 Chicago Gallery News is the central source for information about the area's art galleries, museums, events, and resources. We are the longest running publication solely committed to covering the Chicago visual arts scene, with a readership reach that is nationwide. CGN aims to be a clear, accessible link between the creative world and reader, as well as an advocate on behalf of the local Chicago art community.

Published three times a year in January, May and September, both the magazine and website feature dozens of galleries, openings, exhibitions and specialties. We also list scores of art-related businesses and resources, nonprofit arts organizations and institutions, as well as alternative spaces, artist studios, and art centers. CGN features an ongoing series of art profiles, highlighting the unique perspectives of Chicago's art dealers, museum professionals, artists, and collectors.

To Apply:

Please send a resume & cover letter in PDF format to emily@chicagogallerynews.com no later than March 12, 2018.