

Gallery Intern Job Description

LUX Center for the Arts is a 501(c)(3) non-profit organization. The mission of LUX Center for the Arts is to enhance the lives of a diverse public through the visual arts by providing exceptional learning opportunities in contemporary art, craft, and design. These opportunities, honoring the legacy of arts educator Gladys M. Lux, include art classes, residency programs, gallery exhibitions, and community outreach.

LUX Center for the Arts presents between 12-24 exhibitions per year. The Intern will help make preparations for shows on a weekly basis and install shows the week prior to opening receptions which fall on the first Friday of each month.

Responsibilities

Assist the Exhibition Director in monthly Main Gallery Exhibitions including:

- preparation of gallery space
- unpacking and installation of artwork
- adjusting lighting
- preparation of labels, artists' exhibition cards, price lists and signage
- dismantling, packing and return shipping unsold exhibition pieces

Maintain East gallery space including:

- regular rotation of artwork
- preparation and maintenance of art labels
- preparation and maintenance of inventory sheets

Responsibilities for Artist relations including:

- communication (both written and verbal) with artists
- assure artist contracts (consignment and exhibitions) are received timely and are accurate
- upkeep and organization of artist files (recording sales and return of work to artists)

Time Commitment: 10- 15 hours per week during business hours and/or Saturday

Reports to: Gallery Intern is supervised by and reports to the Exhibition Director

Qualifications and Skills

Graduate or undergraduate student in art, art history or museum studies program. Additional experience in an art organization or exhibition work considered a plus. Candidate must be self-motivated, have attention to detail, and follow instructions both written and verbal. Excellent verbal and written communication skills, general to advanced knowledge of word processing and spreadsheet software, and the ability to climb 10 foot ladders and lift 50lbs are needed. There is no compensation for the internship. Credit may be obtained for this internship through local universities.

To Apply: Send a cover letter, resume and list of 3 references with contact information to susan@luxcenter.org or

LUX Center for the Arts
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Attention: Susan Stark-Johnson