

INTERNSHIP OPPORTUNITIES @ REDUX CONTEMPORARY ART CENTER

Unpaid internships are available for college/university undergraduate and graduate students with an interest in arts management, nonprofit administration, graphic design, event management, and arts education. Successful internships at Redux require at least 10 hours per week assisting Redux staff as they develop and implement all programming – including outreach, classes, events, and exhibitions.

Academic year 2017-2018 (Fall and Spring) Application Deadline: July 31, 2017

Fall 2017 (mid-August – mid-December) Application Deadline: July 31, 2017

Spring 2018 (January – mid-May) Application Deadline: November 15, 2017

Summer 2018 (mid-May – mid-August) Application Deadline: March 31, 2018

Gallery Intern

Redux Contemporary Art Center is seeking interns looking for an in-depth experience with a dynamic non-profit. These interns gain a much deeper understanding of our organization; will have the opportunity to serve in leadership roles within our organization; and gain greater insight.

Gallery Interns assist in all aspects of gallery preparation and installation, such as packing/unpacking works of art, hanging artwork, painting, lighting, and gallery maintenance. Interns assist Redux visiting and studio artists, serve as special event hosts, greeters to all visitors, and help with daily administration – answering telephone calls and e-mail inquiries, registering students for art classes and workshops, and social media.

To apply for a Gallery Internship position, please email a one-page cover letter and resume/CV to greg@reduxstudios.org

Education Intern

Redux Contemporary Art Center is looking for interns interested in assisting with Education and Outreach programs. These programs include classes for children and adults, both on-site and off-site at local schools, community centers, etc.

Responsibilities:

- Assist teaching artists with classes and workshops – includes set-up, clean-up, and assisting teacher and students with projects and materials
- Work with Education & Outreach Coordinator to plan and schedule programming
- Assist in registering students for classes and workshops
- Create and post social media campaigns to promote classes and workshops
- Assist in preparation and implementation of outreach and community events

Requirements:

- Enrolled in an undergraduate or graduate arts and/or education program
- Must be comfortable working with children and adults, in a variety of settings
- Flexible, creative, and hard-working
- Must pass a background check

To apply for an Education Internship position, please email a one-page cover letter and resume/CV to megan@reduxstudios.org

Events Intern

Redux Contemporary Art Center is looking for interns interested in assisting with events at Redux. These events include, but are not limited to, concerts, fundraisers, comedy performances, lectures, and community events. These events typically take place during afternoons, evenings, and weekends, so interns must be available during these times.

Responsibilities:

- Facility Maintenance – assist in the set-up and clean-up of events.
- Greeting guests, taking tickets and ushering if needed
- Event promotion – social media, print, etc.
- Assist with merchandise sales
- Must be able to occasionally lift and/or move 25 lbs.

Requirements:

- Candidates should be available for afternoons, evenings, and weekends as per our event schedule
- Ideal candidates are self-motivated, independent, open-minded and professional
- Candidates should have a background or interest in at least one area of the arts.
- Candidates should be able to show attention to detail, have strong written and verbal communication skills, and be able to work on multiple projects simultaneously.
- Candidates should be comfortable interfacing with the public
- Candidates should be proficient with computers and have general working knowledge of social media platforms, Microsoft Office Suite, and the Adobe Suite

To apply for an Event Internship position, please email a one-page cover letter and resume/CV to events@reduxstudios.org

Graphic Design / Social Media Intern

Redux Contemporary Art Center is looking for a creative individual who is able to work within defined brand standards, showing both creativity and an attention to detail.

Responsibilities:

Our Graphic Design Intern will be working on the following types of projects to gain hands-on agency experience, expand their graphic design knowledge and skill sets, and develop a well-rounded portfolio:

- Graphic Design – assist in the creation of campaigns, social media brand elements, eNewsletter layouts, advertising concepts and layouts, website redesign concepts and layouts, etc.
- Production Design – preparing images or assets for websites, reproducing website page layouts with new assets, etc.

- Research and Strategy – help with competitive analysis, gather outside resources (websites or images) for inspiration, pull campaign examples, etc.
- Organization Processes – participation in team meetings and brainstorms on larger design projects to learn typical agency creative processes and assist creative team in the concepting and creation of projects such as branding, website design, ad campaign, marketing collateral, etc.

Requirements

- Previous graphic design experience working with Adobe Creative Suite is required. Must include a link or attachment to your portfolio for consideration.
- Ability to adapt campaign concepts and designs across a variety of platforms, including print, web, social, etc.
- Ability to work on a variety of aspects of a project, including development of initial concepts, layout, photo selection, revisions, and file preparation.
- Proficiency in Adobe Creative Cloud (InDesign, Illustrator, Photoshop), using Mac OS X.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and iWork (Pages, Numbers, Keynote).
- Ability to handle multiple projects simultaneously.
- Ability to work in partnership with Executive Director, Creative Director, Event Coordinator, and Education Coordinator
- Positive attitude, able to receive feedback or constructive criticism from team members.
- Experience working creatively within defined brand standards is a plus.

To apply for a Graphic Design / Social Media Internship position, please email a one-page cover letter and resume/CV, as well as samples of your work to beth@reduxstudios.org

Grant-Writing Intern

Redux Contemporary Art Center is seeking a self-motivated, organized individual, with excellent writing skills, to join our team as a Grant Writing Intern to support the organization with grant-writing and fundraising development.

Time Commitment: Weekly commitment – 6-20 hours per week (applications accepted on a rolling basis).

Requirements

- Enrolled in an English, Journalism, Arts Management, or similar undergraduate or graduate program
- Experience in proposal or grant writing is a plus
- Excellent writing, verbal, proof reading, editing, phone and organizational skills.
- Strong time-management and research capabilities.
- Ability to prioritize and work well under deadlines.
- Computer aptitude including strong experience with Microsoft Offices.

Responsibilities

Essential Functions of the position:

Assist with the identification of appropriate grantors, the creation of a foundation roster, and the execution and timely submission of grant requests, and /or letters of intent. We are seeking interns

1056 King St., Charleston, SC 29403
T-F 10a-6p; Sa 12-5p 843.722.0697

capable of researching funding opportunities with fixed guidelines, initiating and maintaining contact with foundations and writing grants for eligible funding. This will require an intern with strong research, writing and analytical skills. Responsibilities to include:

- Research and write grant proposals / applications to local and national corporations and foundations seeking gifts for programs and administration
- Follow grant-writing guidelines and best practices
- Follow-up with organizations after initial application and seek personal connections
- Maintain grant research and proposal spreadsheets
- Effectively communicate with potential and current donors with acknowledgement correspondence
- Other duties as assigned

To apply for a Grant Writing Internship position, please email a one-page cover letter and resume/CV, along with writing sample(s) to beth@reduxstudios.org