

Internships *and Applied Experiences*

Phebe Conley Gallery, Fall 2020

Application Due Date: **Monday, September 7, 2020**

Submit your application information to: **Prof. Neil Chowdhury at nchowdhury@csufresno.edu**

The Andrew and Dorothea Perenchio Museum Studies Interns program in the Department of Art and Design at California State University, Fresno offers paid opportunities for graduate and undergraduate majors in the Art and Design Department. The primary focus is for students to gain valuable practical experience working within local, regional and national museums and arts communities and as assistants working with nationally recognized artists.

THE PHEBE CONLEY GALLERY in the department of Art & Design is seeking a student from Studio Art, Graphic Design or Interior Design who possess skills in web design. All exhibitions and events will be held virtually this semester due to the Covid-19 restrictions. There are three scheduled virtual art exhibits and a virtual opening reception for each. The job duties include curating virtual exhibitions, web design of virtual art exhibits, designing digital promos, creating gallery wall labels, and organizing and cataloging the online inventory database of the artwork of the gallery storage warehouse. The intern will be working under the supervision of the Phebe Conley Gallery Technician, Chris Lopez.

APPLICATION

- Submit a one-page letter of intent: Briefly explain why you are interested in an internship program at the Phebe Conley Gallery.
- Curriculum Vitae (CV) of your academic history, skills and work experience. Please include your contact information.
- Submit your letter of intent and CV in a single pdf file to Prof. Neil Chowdhury at nchowdhury@csufresno.edu

The pool of applicants will be reviewed by the Ad Hoc Internship Committee who will make their decision the week of September 7th. This is a competitive process as there is only one (1) intern position opening for this semester. All applications will be taken into great care and consideration. Applicants will be notified via email.

INTERNSHIP AND APPLIED EXPERIENCES LEARNING OBJECTIVES

1. **Skill Development:** Application of in-class learned skills. Learn and improves specific skills (studio, writing, verbal, research, computer, interpersonal).
2. **Broaden Knowledge:** Gain competencies not offered in regular classes. Develop a better understanding of the work place, operational procedures, and organizational structure.
3. **Career Awareness & Development:** Exploration and clarification of academic and career alternatives. Develop contacts in career related fields. Obtain potential recommendations for permanent employment or graduate/professional schools.

HOURS, PAYMENT, AND COURSE CREDIT

If you have been awarded the Andrew and Dorothea Perenchio Museum Studies Interns program you will be paid accordingly- 1 unit (50 semester hours) at \$500, 2 units (100 semester hours) at \$1000 and 3 units (150 semester hours) at \$1500. To receive academic credit towards your degree you must enroll in ART 198 and grading will be Credit/No Credit. If you wish to receive academic credit please contact Prof. Neil Chowdhury at nchowdhury@csufresno.edu before the course add due date, September 16.

Please note that payments are arranged about 2 weeks after the end of the semester. The form of payment is either a check, electronic deposit, or **if you have outstanding loans it will be in the form of a credit to your account**. If you have specific questions about payment you may contact Melissa Peters at melissap@csufresno.edu

INTERN DUTIES

If you are accepted the position you will be required to:

- Provide the Gallery Tech with all of your appropriate contact information.
- Produce a weekly schedule. This can be changed or modified throughout the semester according to the fluctuating demands of each persons' schedule.
- Adhere to the work schedule (Days, times and total hours per week).
- Check-in with the gallery tech at least once a week even if not scheduled to work. This can be via email or text.
- Fill out and submit a completed timesheet at the end of each month.
- Follow through with all tasks that are assigned to you. This includes handing off unfinished work to your colleagues or to the gallery tech if necessary. The dates listed on the schedule of events are **hard due dates**. This means that the jobs have to get done at all expense and to the expectations of the artists and others involved. For this reasoning it is important that all unfinished tasks are brought to the attention of the gallery tech.

2020 PERENCHIO INTERNSHIP Ad Hoc COMMITTEE

Neil Chowdhury

Nick Potter

Stephanie Ryan

Martín Valencia