



Internship Position Available

Art Gallery Intern

Positions Available: 1

Sparks Gallery
530 6th Ave, San Diego, CA 92101

The Sparks Gallery represents art from emerging, professional, and student artists living in San Diego who create high-quality artwork in many types of media. Located in the Gaslamp Quarter of downtown San Diego, the Sparks Gallery is housed in the historic Sterling Hardware Building.

Requirements:

The Sparks Gallery is offering a 3-month internship to outgoing, energetic, and detail-oriented leaders to assist with the daily tasks of running an art gallery. Applicants must be at least 18 years old.

Time requirements for this internship are 15-20 hours per week.

Responsibilities may include:

- Sales / customer service
- Research / marketing
- Art handling
- Event planning / outreach
- Various administrative tasks



Tasks chosen will be dependent on the skills needed and the intern's experience. Interns will be given a great deal of responsibility at the onset and will see how a contemporary art gallery functions on multiple levels.

Qualifications:

- Previous gallery experience is not necessary, but an interest in the visual arts must be demonstrated.
- The intern will be expected to multi-task and take on whatever duties that may arise, in addition to planned-out assignments and projects.
- Maturity and a cheerful attitude are required, as the intern must interact with clients regularly.
- Candidates must possess strong interpersonal skills including, but not limited to pleasant phone manners and working efficiently with other interns and employees.
- Experience with Mac computers and Microsoft applications are required (Word, Excel, PowerPoint).
- Must be able to do basic photo editing in Photoshop or similar application.

Additional Information:

- This internship is unpaid. If applying for a sales internship, we may discuss commissioned-based remuneration during the interview.
- We are able to offer course credit for university programs when requirements are provided to us.
- The Sparks Gallery is located in the Gaslamp Quarter with predominantly paid parking options. Interns who cannot walk or bike to the gallery may apply for parking reimbursement in approved locations.

How to apply:

Those interested in applying should submit a resume and brief cover letter. Please be sure to include your weekly availability. Send all application materials via email to sonya@sparksgallery.com