



## GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

### Summer Program and Exhibition Intern

Bethesda-based arts organization seeks a part-time Summer Program and Exhibition Intern. We are looking for a detail-oriented individual to become part of our programs and exhibitions team in support of our annual Labor Day Art Show and other events, public programs and exhibitions. The ideal candidate will have experience in administrative support, visual arts, galleries or exhibitions, and communication with the public.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, an arts and cultural center located within a National Park site in Montgomery County. Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer.

Reports to the Education Program Manager. Office location: Arcade Building, 7300 MacArthur Blvd. Glen Echo, MD.

#### Key Responsibilities:

- Support production of the annual Labor Day Art Show (August 30 – September 2, 2019) including data entry, communication with artist participants, volunteer recruitment, exhibition and event set-up, and staffing of related events
- Provide production and exhibition installation support for ongoing Partnership Galleries activities
- Provide administrative and classroom support for education and outreach programs
- Provide administrative support for class registration and reception
- Support and staff special events (June through September) both onsite and offsite, including Art Walk in the Park First Fridays, Imagination Bethesda festival, Heritage Days programs and other special events

#### General Expectations:

- Be on-time and consistent in reporting to work during hours listed below
- Behave professionally and courteously at all times
- Maintain a professional demeanor
- Act as an excellent representative of the Partnership

Hours: Part-time seasonal position. Regular hours weekdays, approximately 16-20 hours per week starting late May through September 6, 2019. Specific hours and weekly schedule to be determined. Some evening/weekend hours required for special events. Intern must be available to work onsite during the Labor Day weekend, August 30-September 2, 2019.

Compensation: Hourly rate, commensurate with experience.

Physical and other requirements: Must be able to provide own transportation, including during hours when public transportation is not operating; lift and move up to 25 pounds and walk throughout the Park for event setup; verbally speak fluent English to engage patrons and communicate with artists and volunteers.

#### Candidate Requirements:

- Candidates must be at least 18 years old. Junior or Senior college student preferred.
- Ability to work independently; excellent organizational, and verbal and written communication skills
- Experience in education, special events, gallery work or exhibitions strongly preferred
- Familiarity with visual arts mediums strongly preferred
- Proficient with Microsoft office programs

To Apply: With "Summer Program and Exhibition Intern" in the subject line, please send resume and cover letter to: [gepjobs@yahoo.com](mailto:gepjobs@yahoo.com). By mail, send to GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812.

*The Glen Echo Park Partnership for Arts and Culture is an equal opportunity employer.*