

## Spring 2011 INTERNSHIP OPPORTUNITIES

This **Spring**, the Serie Project is seeking interns in the areas of **Accounting, Arts Administration, Printmaking, and Web & Graphics Design**.

The Serie Project is a Latino non-profit organization that encourages emerging artists to pursue the fine art technique of serigraphy. It offers an artist-in-residence program that allows visiting artists to create a limited edition of hand-pulled serigraph prints under the guidance of a Master Printer. Hoping to expand the practices of multi-cultural artists and their range of technical experience, the Serie Project encourages multi-racial participation and 2/3 of all residency artists are Latino or of Latin American descent. For more information about the Serie Project, please visit [www.serieproject.org](http://www.serieproject.org).

**HOURS:** The hours of these **spring** internship positions (8 to 10 hours per week) are flexible, and should fall within our regular business hours, 9:00 AM - 5:00 PM Monday through Friday. All spring internships may be for a minimum of six weeks and a maximum of twelve weeks beginning in **February and ending in May 2010**.

**BENEFITS:** These internships are unpaid but the benefits, in addition to gaining experience in an alternative arts non-profit organization, include the opportunity to work in a young and encouraging learning environment, interact with up-and-coming artists, and contribute to the Serie Project's mission of promoting diversity in the art world. Certain internship positions **may lead to the opportunity of employment** with the Serie Project (see specifications below), and all interns may be granted **university accreditation** (upon completion of the proper paperwork). Each intern will receive a letter of recommendation once s/he has completed the internship, and the Serie Project will be glad to offer any assistance with job references.

**TO APPLY:** Please submit your application via email to [serieproject@gmail.com](mailto:serieproject@gmail.com) and **indicate the internship you are applying for in the subject line** (Accounting Internship, Arts Administration Internship, Printmaking Internship, or Web & Graphics Design Internship). Your application should include complete contact information, a resume or CV, and a list of three references. Candidates are encouraged to include a brief cover letter that describes their interest in the internship (should be no longer than one page). If you would like to be considered for more than one internship area, please indicate which position you would prefer in your cover letter or in the body of your email. Please email all files as PDF attachments. **Application deadline is January 24, 2010.**

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### ACCOUNTING INTERNSHIP

**Requirements:** Ideal candidate is currently a student or has an educational background in Finance, Accounting or related fields. Candidate should be Mac-friendly and must be experienced (proficiency preferred) with QuickBooks and Microsoft Excel. S/he is a self-starter with a desire to work with numbers, and has excellent organizational and computer skills (for data management). **Preferences include:** Familiarity with (or interest in learning about) grant funding procedures; General interest in the Nonprofit cultural sector.

**Duties include:**

- Filing hard copies of all receipts and accounting records
- Bookkeeping via QuickBooks: entering sales receipts, tracking expenses, preparing and sending invoices, managing payroll, sales tax tracking and payment, and purchase order processing
- Ensuring the appropriate handling and distribution of funds in accordance with annual budget, while preparing the appropriate basic financial statements and reports

**Additional Specifications:** The Accounting Intern may have a strong opportunity to obtain a permanent, paid position with the Serie Project, after the spring internship.

**ARTS ADMINISTRATION INTERNSHIP**

**Requirements:** Ideal candidate is a highly self-motivated individual with excellent computer and Internet skills (for data and file management). S/he must be Mac-friendly and proficient in Microsoft Suite. Candidate must also possess exceptional organizational abilities, a diligent attention to detail, and the ability to multi-task.

**Preferences include:** An educational background in or current student of Art History, Studio Art, or the Humanities; Experience with print cataloguing, collections management, and archive maintenance; Proficiency in Photoshop and/or QuickBooks.

**Duties include but are not limited to:**

- Reorganizing and standardizing efficient archival methods for office files (both electronic and hard) with materials regarding press, exhibitions, artists and clients
- Managing phone calls and responding to requests for information
- Preparing Press Kits on artists and exhibitions
- Archiving and maintaining inventory of delicate artworks
- Purchasing supplies as necessary and submitting all office-related receipts to accounting
- Keeping office supplies organized and accessible, such as printing needs (letterheads, inks), blank forms and document templates (contractor sheets, shipment forms), and mailing materials (address labels, stamps, envelopes)
- Retrieving, sorting, distributing or filing company mail
- Updating company calendar, handling internal schedule and coordinating office meetings
- Overseeing the general organization of office environment

**PRINTMAKING INTERNSHIP**

**Requirements:** Ideal candidate is currently a student or has an educational background in Studio Art or Fine Art. S/he is a creative individual who is eager to learn or expand his/her skills in printmaking. Candidate must also be a responsible and tidy individual who can commit to the duties described below.

**Duties include but are not limited to:**

- Providing studio assistance to the Master Printer
- Conducting inventory of supplies and materials
- Preparing screens for printing
- Curating and editing prints
- Cleaning and maintaining studio equipment and printing areas

**Additional Specifications:** The printmaking intern will be working in Coronado Studio, a nationally recognized printmaking studio and center for Latino arts, which is the exclusive facility of the Serie Project.

**WEB & GRAPHICS DESIGN INTERNSHIP**

**Requirements:** Ideal candidates are currently students or have an educational background in Graphic Design, Web Development, or related fields. Candidates must be proficient in Adobe Photoshop (InDesign a plus), and have experience with Dreamweaver. **Preferences include:** Internet gurus who are in touch with what's happening on the web; Skilled in both graphic design and web application development; Interest in the art world or the nonprofit cultural sector. **An added plus:** IT skills and ability to offer very basic, day-to-day technical support.

**Duties include but are not limited to:**

- Digitally photographing artwork, and formatting the images for archival records, print media, web media, and e-mail to clients
- Designing promotional materials, such as brochures and postcards, using Photoshop or InDesign
- Working with the Director to improve and update the organization's website via Dreamweaver, as well as its Etsy storefront, online blog, and Facebook account
- Offering basic technical support so that the organization's website, email, and database servers are functioning properly

**Additional Specifications:** The Serie Project will be appointing **two** Web and Graphics Design Interns. Candidates may be considered if they meet some but not all of the preferred qualities. This internship will have the most flexible hours, which can range from five to ten hours per week. However, interns must commit to the full spring term, as do all other interns.

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**MARKETING INTERNSHIP**

**Requirements:** Ideal candidates are currently students in Art History, Art, or Museum Studies, and have professional experience in the commercial art sector (such as the art gallery and art fair scene). Although the Serie Project is a nonprofit, it hopes to apply art sale strategies to increase its revenue. Candidates may alternatively or additionally have an educational background in Marketing, Non-Profit Management, Business or related fields. Candidates must be Mac friendly with experience in marketing to both

non-profit and for-profit organizations. S/he is a self-starter with a desire to help a small non-profit expand its support base.

**Duties include but are not limited to:**

- Creating and distributing a marketing packet to galleries and stores, detailing art consignment and sales opportunities
- Understanding the niche of Serie Project prints in the art market as well as in other markets, and carrying out the appropriate sales angles for different venues
- Creating and maintaining institutional contacts including those at museums, galleries and universities
- Working with the Arts Administrator to plan and execute events such as auctions or fundraisers
- Working with the Web & Graphics intern to publicize the Serie Project and its events

**Additional Specifications:** This position would be ideal for those interested in pursuing a career in art gallery press relations or in Latin American contemporary art; it would build their experience with tasks such as writing press releases and conducting art-marketing strategies.