

## **Internship in Art & Design**

Seattle

jobcode US031

### Description:

We are a Glass Gallery & Studio located in Seattle's Belltown we seek an intern to assist in all aspects of operation. This is an unpaid internship with a possibility of a payment after the duration of the three-month internship.

### Requirements:

- Background in Art, Art History, Business and/or Arts Administration
- Excellent communication skills
- Excellent organizational skills
- Excellent customer service skills
- Experienced with Microsoft Office products (Word, Excel) and Mac Computers
- Experienced with Filemaker Pro useful, but not necessary
- Experience with Adobe Photoshop is preferred, but not necessary

### Responsibilities:

- Assist with daily gallery maintenance and office administration
- Assist with marketing research, proposals, and mailings
- Manage and maintain database and inventory
- Make updates to website
- Research and apply for grants, awards, and lectures
- Assist with sales
- Assist with events in the gallery
- Contact and develop business relationships
- Run errands (access to a car is preferred, but not required)
- Manage gallery filing system