

# THE HARDY GALLERY

**APPLICATIONS DUE  
MARCH 30**

Arts Management Internship Program  
The Hardy Gallery  
P.O. Box 394  
Ephraim, WI 54211-0394

“I cannot describe the pride and joy I’ve gained this summer working at the Hardy; I’ve grown to love this place and its people. Thank you for accepting me! The insight I’ve gained on the workings of a non-profit organization is amazing!”

“I can’t express how thankful and appreciative I feel for all you have offered this summer and all that I have learned. Thank you for the best internship a college student could ask for!”

## CONTACT US

**The Hardy Gallery**  
Anderson Dock  
P.O. Box 394  
Ephraim, WI 54211-0394  
P: 920.854.2210  
E: info@thehardy.org

[www.thehardy.org](http://www.thehardy.org)

# Arts Management INTERNSHIP Program

## Empowering Tomorrow’s Arts Managers

SUMMER ARTS MANAGEMENT INTERNSHIP | DOOR COUNTY

The Francis Hardy Center for the Arts, Inc., affectionately known as the Hardy Gallery, in Door County, WI offers a summer Arts Management Internship opportunity for college students interested in gaining hands-on experience with a nationally recognized visual arts organization. The Hardy is a dynamic non-profit organization that is constantly working together to achieve a mission of promoting the visual arts of the Door County Peninsula. This unique internship allows students to work in a variety of capacities including Exhibitions, Community Outreach, Volunteer Management, and Marketing to name a few. The successful candidate will be working with paid staff as well as interacting with artists, volunteers, board of directors, and other arts professionals. This internship will provide the successful candidate with a broad understanding of how a non-profit visual art institution functions.

Responsibilities might include assisting with exhibition installation for our iconic gallery located on Ephraim’s Anderson dock, assisting with public outreach programs including the popular Community Mosaic Project, helping to plan exhibition opening receptions and gallery events, providing support for our Volunteer Resource Committee and working directly with volunteer gallery staff, and participating in fundraising events such as our Collector’s Choice Benefit.

Applicants must have excellent writing and communication skills, strong organizational skills and attention to detail, and the ability to work independently. Knowledge of or passion for the visual arts is preferred. Necessary computer skills include Microsoft Word, Excel, and Outlook and knowledge of Adobe Photoshop is a plus.

Arts Management Internship Program Deadline: Applications must be postmarked by March 30.

**APPLICATION FORM** may be downloaded by visiting <http://www.thehardy.org>.



Photo by: Jon Jarosch/Door County Visitor Bureau



## ARTS MANAGEMENT INTERNSHIP APPLICATION

Please type or print clearly.

**FULL NAME:** \_\_\_\_\_  
Last First Middle

**CURRENT ADDRESS:**

\_\_\_\_\_  
 Street  
 \_\_\_\_\_  
 Apt./P.O. Box  
 \_\_\_\_\_  
 City State/Province Zip/Postal Code

**PERMANENT ADDRESS:**

\_\_\_\_\_  
 Street  
 \_\_\_\_\_  
 Apt./P.O. Box  
 \_\_\_\_\_  
 City State/Province Zip/Postal Code

**PHONE NUMBER:** \_\_\_\_\_

**CELL NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**UNIVERSITY NAME:** \_\_\_\_\_

\_\_\_\_\_  
 Major

\_\_\_\_\_  
 Year in School GPA

\_\_\_\_\_  
 Faculty Advisor

\_\_\_\_\_  
 Advisor Email

\_\_\_\_\_  
 City State

\_\_\_\_\_  
 Minor

\_\_\_\_\_  
 Expected Graduation Date

\_\_\_\_\_  
 Advisor Phone

**IF ACCEPTED, PLEASE LIST YOUR AVAILABILITY:**

\_\_\_\_\_  
 Start Date

\_\_\_\_\_  
 End Date

Will you be able to stay through Labor Day?  YES  NO Through mid-October?  YES  NO

Do you have a valid driver's license?  YES  NO

Do you have a car available to you during your internship?  YES  NO

Will you require housing?  YES  NO

**ADDITIONAL REQUIREMENTS:**

- Résumé
- Cover letter containing a personal statement about what your expectations are and why you are applying for an internship at Francis Hardy Center for the Arts, Inc. ("The Hardy Gallery").
- One letter of recommendation from an individual who can write about your character, background and skills in the visual arts and/or arts management and your ability to learn. Please send separately in a sealed envelope with original signatures.
- Writing sample (no more than 3 pages, please).

*PLEASE FEEL FREE TO PROVIDE US WITH ANY ADDITIONAL INFORMATION WHICH YOU FEEL WILL HELP US IN EVALUATING YOUR APPLICATION.*

All applications must be postmarked by March 30. For questions please contact Sarah Zamecnik, Executive Director, at [szamecnik@thehardy.org](mailto:szamecnik@thehardy.org) or 920.854.2210.

**SEND APPLICATION PACKET TO:**  
 Arts Management Internship Program  
 The Hardy Gallery  
 P.O. Box 394  
 Ephraim, WI 54211