THE HARDY GALLERY

APPLICATIONS DUE
Last Friday in the Month of March every year.

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

Arts Management INTERNSHIP Program

Empowering Tomorrow's Arts Managers

SUMMER ARTS MANAGEMENT INTERNSHIP | DOOR COUNTY

"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!"

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 coordinate summer youth programming including our annual Art Camp, 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 graphics software is a definite plus.

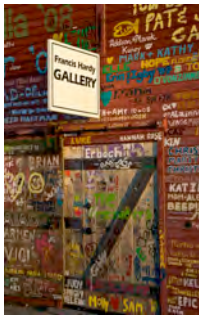
Arts Management Internship Program Deadline: Applications must be postmarked by the last Friday in the month of March.

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

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



The Hardy Gallery
Art is the reason.

Ephraim's Hardy Gallery is a non-profit organization enriching the vibrancy of the Door County community by promoting and fostering the visual arts.

The Hardy Gallery
Art is the reason.

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: _____

_____ _____
City State

_____
Major

_____
Minor

_____ _____
Year in School GPA

_____
Expected Graduation Date

_____
Faculty Advisor

_____
Advisor Email

_____
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 the last Friday in March of that year. For questions please contact Sarah Zamecnik, Executive Director, at 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