



The Gallery Intern will work primarily in Lanesboro Arts' Juried Sales and Exhibition Art Galleries under the direction of the Lanesboro Arts Executive Director and Program Coordinator. Job duties will include promoting and facilitating gallery sales, maintaining sales gallery inventory data, installing and preparing exhibition gallery shows, working with 100+ artists from the tristate region, and assisting with special events (like receptions, box office at St. Mane Theatre performances, Art in the Park festival, etc.). The Gallery Intern will also work with Lanesboro Arts Program Director on occasion.

For this position, focus of study could be in Fine Arts, Arts Management, Art History, and/or Communications; however, any applicant with an interest in arts non-profits may apply. Experience in retail sales / customer service is strongly preferred, as well as experience working with people and/or artists. Skills and experience that would be beneficial for this position include: WordPress, Photoshop /graphic design, creative writing, copy writing, social media platforms, event organizing / production, and video editing. Desired attributes include: self-motivation, creative problem-solving disposition, ability to improvise, ability to multi-task, ability to accomplish detailed tasks, passionate about the role of art in culture in building resilient communities, and desire to learn & develop new skills.

Schedule/Compensation/Housing

- 11 weeks. Includes 4 vacation days within this time.
- Start date negotiable, but ideally the intern would begin on Tuesday, May 14th or May 28th, 2024.
- Full time (40 hrs/week): hours will be mostly days, but interns will be expected to work some weekend and evening events as per flexible pre-arranged schedule.
- \$2,000 total stipend for the summer.
- Lanesboro Arts will provide housing in Lanesboro, MN during the 11-week internship.

To apply, fill out the internship application form, which includes attaching a cover letter, resume, and contact information for 2 references **by April 1st, 2024**.

For more information contact Lanesboro Arts at 507-467-2446 or info@lanesboroarts.org

Lanesboro Arts is a nonprofit organization with over 40 years of working to fulfill its mission of serving as a regional catalyst for artistic excellence and educational development in providing diverse art experiences for people of all ages. In addition to the gallery, Lanesboro Arts programming includes performing arts at the St. Mane Theatre, educational events, public art initiatives, and programs off-site in the community and local schools. Lanesboro, Minnesota was named one of 'America's Top Small Town Art Places in 2013' by ArtPlace America.