



JOB DESCRIPTION, Intern:

We are seeking dynamic and professional team-member to work in a collaborative and creative office assisting Stove Works' staff to research, maintain correspondence with artists and help build Stove Works' public programming. There will be 8 - 10 hours of committed, regularly scheduled, work per week.

Fall Internships: 2 positions, September 11 – December 14, 2024

The lion's share of these hours being spent working in tandem with either our Programs Director, Chelsea Couch, or our Exhibitions Director, Caroline Gikas. Interns may work collaboratively with other staff members as needed.

Stove Works offers three core programs: Residency, Exhibitions, and Education. Rooted in an intention to highlight the Practice of Contemporary Art, we ask our audience to do more than passively view artwork. Stove Works seeks to use Art to encourage conversations, inspire reflection, and to provide opportunities to learn from the experiences of others.

Our organizational and educational philosophy is guided by the thoughts captured in Anthony Huberman's essay "[Take Care](#)." We seek not to take on the role of "explicator", i.e. those who "know" teaching those who "don't know". But rather, we seek to engage in dialogue, acting as an intermediary between individuals who know something and those who know something else. We hope to help people navigate the complex and interwoven narratives of existence using contemporary practice as the vehicle, allowing them and us to follow the life of an idea.

PRIMARY RESPONSIBILITIES:

1. Manage some correspondence, collection, and collation of literature (bios, statements, etc) for printed materials and website
2. Help set up for Programs and Events
3. Help with Exhibition Prep and Installation (Exhibitions Intern Only)
4. Help with the Teen Curators program (Programs Intern Only)
5. Maintain Stove Works' internal calendar and exhibition/program email
6. Brainstorm ideas with us
7. Occasionally generate social media posts

KEY CHARACTERISTICS:

1. Belief in the arts as a driver for social and cultural change
2. Agency, it is important that the individual feels confident and compelled to complete the work assigned in addition to taking opportunities to pitch and create programming of their own design with support of the Stove Works team
3. Flexible working style and ability to remain calm in an active and decentralized office
4. Honest, reliable, energetic and positive, with a good sense of humor and passion for improving the lives of others through the arts
5. A connector and team player: someone who is comfortable working closely with a wide variety of people and finding ways for them to collaborate and communicate
6. Terrific organizational skills
7. Weirdness and Imagination
8. Relative fluency in word, photoshop, and google applications
9. Proficient writer



TIME COMMITMENT:

3 months, 8 - 10 hours a week, expectation of presence at any public programs. Wednesday and Saturdays, preferred.

COMPENSATION:

The Programs Intern will receive a stipend of \$200 / month and is invited to apply for the position of Residency Fellow once they complete their degree, in which they live on-site with the Artists-in-Residence for 6 months in exchange for fulfilling minor responsibilities. Additionally, the intern has an opportunity to create a public Program or curate a small Exhibition (with a budget of \$250) in the library space toward the conclusion of their internship.

Additionally, we'll write you one helluva recommendation letter. ;)

REPORTING STRUCTURE:

Interns report to Senior Staff.

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TO APPLY:

Interested candidates should send a single PDF to **friends@stoveworks.org** that includes in the following order, each on a single page:

1. Cover letter
2. Resume/CV

Please name your PDF Firstname_ Lastname_FallIntern2024
(ex: Sally_Mann_Intern2024)

Please put "Stove Works Internship Fall" in the subject line for filtering.

**Applications for both Summer and Fall internships will close May 15th.
Please indicate in your application + in the body of your email which season you are applying for.**

THANKS!