BHIP/ Ferrin Contemporary at Project Art

Year round visual art for-profit gallery specializing in ceramic art and sculpture located at Project Art, a renovated mill building in Cummington MA. The gallery will present two exhibitions this summer and run a visiting artist residency program July - October and co-ordinate exhibitions for fall and winter 2013-2014 at galleries in Washington DC, New York, Chicago, Racine, Sheboygan and Miami. Resident and visiting artists are from Korea, China, Australia, Thailand and the US. Scholars include several from the Smithsonian in Washington DC doing research and writing about art and history.

Job description

Intern will engage in full participation at Project Art and Ferrin Contemporary as an arts management intern. Responsibilities will include, but not be limited to:

Data management of incoming artwork and outgoing artwork

Installation and de-installation of two shows

Development of wall and label text for shows

Management of images and data in database inventory systems and on gallery website

Updating Facebook, Mainstreetmail and calendar listings

Press and Postal Mailings

Computer programs to be used:

Filemaker Pro

Excel

Word

Adobe Photoshop

Web applications to be used: Wordpress / Facebook / Mainstreetmail - Mail Chimp