

## Exhibition and Store Intern, Part Time

**What:** Heights Arts is seeking an Exhibition and Store Intern. This internship will assist Heights Arts in administering all aspects of its nine exhibitions (five group and four solo) per year, its yearly Holiday Store in November and December, year-round Store, and staffing during other events.

**Store and Holiday Store:** The Heights Arts Store and Holiday Store includes a broad selection of giftable art in ceramics, glass, jewelry, painting, printmaking, photography, fiber-works, artist tees, paper crafts and handmade holiday cards, as well as artisan items for the home and the littlest ones in the family (not to mention poetry chapbooks and CDs from Cleveland musicians). Because the Holiday Store fills the entire space with works from more than 100 artists, the list is far from complete. New art continually arrives through December, so visitors are encouraged to return and support local artists with their holiday purchases. Special seasonal shopping days may include Small Business Saturday and Community Partner events.

**Exhibitions:** Heights Arts presents four group and four solo exhibitions in addition to a High School Intern show each year. Exhibitions are determined by the Exhibition Community Team (ECT) whose members propose themes, review artist submissions, and install and de-install exhibitions.

**Educational Value:** Interns will learn and develop interpersonal skills in working and communicating with the public and artist community in person, online, by email, and telephone. Interns will work to identify new and maintain current relationships with artists and the community. They will participate as ECT team members and learn about artist selection, exhibition installations and de-installations, and planning openings and other events related to exhibitions. Interns will also gain skills in database, inventory, and retail management.

The internship will provide insight into Cleveland's artist community and artist culture not only in the visual arts, but the literary and musical arts by participating in and experiencing Heights Arts' multi-disciplinary programming, and through its partnerships with other arts organizations.

There may also be opportunities that align with an individual intern's interests if they relate to Heights Arts' mission and capacity. Interns are encouraged to seek out these opportunities and discuss them with their supervisor.

# HEIGHTSARTS

**Eligibility:** Internships are available for university undergraduate and graduate-level students and recent graduates of university programs. Working artists will be evaluated and accepted on a case-by-case basis. College Credit for the internship may be arranged through your university.

**Responsibilities:** Two, twelve-month internships

**Internship A:** (May 1 through April 30) | **Internship B:** (August 1 through July 31)

## General

- Assist in openings and other events during the Holiday Store and Heights Arts programs in the literary, visual, and musical arts.
- Assist with creating & gathering information for marketing & promotion
- Answer phones and direct customers to the right person or program
- Perform other work as assigned (inventory audits, exhibition mailings, donation and membership processing, etc)

## Store Responsibilities

- **Inventory and Sales:**
  - Receive, tag, record, and return artist inventory
  - Track artist sales and inventory
  - Independently manage sales desk, including sales, returns, customer questions, opening/closing sales drawer
- Become knowledgeable about program requirements and procedures to accurately provide assistance and information to participating and prospective artists
- Send and follow-up on required artist contracts and other required materials
- Help recruit artists for volunteer shifts
- Set-up and tear-down of Holiday Store (decorations, window display, etc) and year-round Store displays
- Cleaning Store and Exhibition spaces and items on display

## Exhibition Responsibilities

- **Installation/de-Installation:** assisting at exhibition installation and deinstallation.
- **Artist Communications:**
  - Researching new artists / communicating submission opportunities
  - Polling previous artists about satisfaction regarding previous year
- **Community Team:**
  - Attend and participate in Exhibition Community Team (ECT) meetings (bi-monthly) to help determine future exhibitions and artists
  - Assist with preparing ECT documents such as pre-screening submissions, meetings notes and agendas, and event invitations/reminders

# HEIGHTSARTS

**You:** Heights Arts seeks interns passionate about the arts who possess strong interpersonal and organizational skills. Interns must be comfortable with working independently and taking initiative in a specific task. Examples of this might be contacting artists & visitors through phone or email, cleaning & maintaining the gallery space, online and personal contact in meetings or studio visits. Tasks may vary day-to-day and will vary depending upon the time of year. Interns will work under the Store and Exhibitions Manager.

**Us:** Heights Arts is a nonprofit community arts organization in Cleveland Heights, Ohio. Founded in 2000, Heights Arts cultivates a strong, diverse, and collaborative arts community by inspiring people of all ages to engage in the arts; supporting the arts through education; providing exhibition and performance opportunities; and fostering public appreciation for the arts. The organization contributes to Northeast Ohio's artistic vitality by showing regional artists at Heights Arts Gallery on Lee Road near Cedar Road, facilitating public art and design projects, presenting chamber music and other concerts in intimate settings, nominating and supporting the Cleveland Heights Poet Laureate, and holding classes and workshops in the arts.

**When:** This position is 10 to 15 hours a week (evenings and weekends required) with additional event attendance. *Interns MUST be in town and available to work holiday hours from **October 1 through mid-January, and commit to the exhibition meeting and installation schedule.***

**Compensation:** Intern pay is \$12.00 per hour, paid with a two week-delay semi-monthly. Interns will receive a \$500 bonus upon successful completion of the full internship and its requirements.

**Where:** Heights Arts (Gallery, Store, and Performance Space) at 2175 Lee Road in Cleveland Heights, OH 44118

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

<https://www.facebook.com/HeightArts>

<https://www.instagram.com/heightsarts/>

**How:** Applicants apply at <http://www.heightsarts.org/employment/> with cover letter, resume, and three professional or educational references.

*Heights Arts does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, veteran status, military obligations, and marital status.*

## Exhibition and Store Internship – Exhibition Meeting & Installation Schedule 2024/2025:

### Internship A: May 1 through April 30

- *ECT Meetings (Bi-monthly Thursdays 6pm-8pm)*  
June 13 / August 8 / October 10 / December 12 / February 13 / April 10
- *Exhibition Installation (Tuesdays 5pm – 8pm)*  
May 14 / June 11 / August 13 / October 22 / January 7 / March 11
- *Exhibition De-installation (Mondays, time determined based on need)*  
May 12 / June 10 / August 12 / October 14 / January TBD / March 10
- *Opening Receptions (Fridays, time determined based on need)*  
May 16 / June 14 / August 16 / November 1 / January 10 / March 14

### Internship B: August 1 through July 31

- *ECT Meetings (Bi-monthly Thursdays 6pm-8pm)*  
August 8 / October 10 / December 12 / February 13 / April 10 / June 12
- *Exhibition Installation (Tuesdays 5pm – 8pm)*  
August 13 / October 22 / January 7 / March 11 / May 23 / June 10
- *Exhibition De-installation (Mondays, time determined based on need)*  
August 12 / October 14 / January TBD / March 10 / May 22 / June 9
- *Opening Receptions (Fridays, time determined based on need)*  
August 16 / November 1 / January 10 / March 14 / May 15 / June 13

### Other Schedule Requirements

- A typical weekly Store schedule requires Saturdays and at least 1 Monday, Thursday, or Friday during open hours. An additional day and/or extended hours will be required in November & December for the Holiday Store.
- A minimum of three events within the first six months – one in each of our three disciplines will be decided based on need & availability. Events include ARTbar, Close Encounters, Gallery Concerts, Ekphrastacy.
- Staffing at job fairs in Spring or Fall will also be required to help provide information and recruit other interns for the position.
- At least one other event to include HEART in the Heights or rentals. Events include both on-site and off-site opportunities.
- Yearly all-organization retreat typically occurs on a Sunday in February. All community teams, board members, volunteers, and staff are invited to lunch & development discussions at Heights Arts.

Applications are accepted on a rolling basis with interviews and decisions in March/April and June/July.