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AIDE TO THE DIRECTOR OF

BRANDYWINE WORKSHOP AND ARCHIVES

Please see instructions on how to apply at the bottom of this page.

Brandywine Workshop and Archives is seeking an intern to assist as Aide to the Director of Programs & Archives/Coordinator of Education Outreach. The intern would work closely with the Director of Programs & Archives/Coordinator of Education Outreach on educational initiatives targeted at local summer camps and cultural centers, preparing group-specific presentations and educational materials.

The internship's main project is for the intern to prepare for and host two tours of our current exhibition(s), prioritizing the presentation of educational materials, and to write a procedural guide defining their experience and lessons learned that can serve as an informational handbook for future students.

The internship is designed to cultivate skills that can be applied to different careers within the cultural sector.

These include but are not limited to:

- working with special collections,
- public speaking,
- gallery work and exhibition tours,
- educational programming,
- research,
- presentation development,
- program marketing,
- cross-institutional outreach

BWA's current priorities are to support young artists of color pursuing successful careers as studio artists and help mediate the growing need for diversity among art educators and museum professionals.

The intern's work will be instrumental in furthering these goals.

Intern Responsibilities:

- To succeed in this position, interns should have general familiarity with gmail and working in word documents.
- be able to comport themselves in a friendly, engaging, and professional manner.
- be able to prepare for and provide tours of our gallery and speak publicly to tour groups about the current exhibition(s);
- be open to assisting with the implementation of these programs by fulfilling administrative tasks such as digital file management, analog filing, managing documentation, and making phone calls.

There may be opportunities in research and content writing, and/or digital engagement and social media content creation.

Examples of such may include;

- researching and writing biographical and descriptive texts for our research database and teacher curricula.
- developing audience engagement and accessibility through digital initiatives.

When not working on their primary tasks, co-ops may be asked to assist with tasks such as gallery installation, administrative work, and event preparation.

The position requests 28 hours per week, ideally divided into four 7-hour days, 10am–5pm;

virtual attendance to staff meetings required.

INTERNSHIP DURATION

- Total Weeks: 9 Weeks
- Hours per week: 28
- Total Hours: 252
- Workdays: 4 days per week
- Educational Programming: 1 day per week
- Interns must be available for the full duration of the program.

BEFORE APPLYING, VERIFY YOU:

- 1) Will be enrolled as a full-time undergraduate student. You must be a *rising* Junior or Senior as of June 2023.
- 2) Reside or attend college/university in Philadelphia.
- 3) Have an Expected Family Contribution of less than \$5000. This number is on your FAFSA form, to see what it looks like -- [click here](https://jared-cardenas.squarespace.com/s/Student-Aid-Report-example.pdf). (<https://jared-cardenas.squarespace.com/s/Student-Aid-Report-example.pdf>)

APPLICATION PROCEDURES:

- 1) To apply to a position, please [click here](https://studioinstitute.submittable.com/submit/177839/arts-intern-baltimore-winter-spring-application) and fill out the eligibility application form (<https://studioinstitute.submittable.com/submit/177839/arts-intern-baltimore-winter-spring-application>).
- 2) Once your eligibility application is reviewed and approved, Studio Institute will send you an email confirming your eligibility for the program. Note: once you're verified as eligible for Arts Intern, you can apply to as many positions as you'd like. You *do not* have to submit the eligibility application more than once.
- 3) You will *forward* this confirmation email, along with your CV, cover letter, and transcript to the email below these instructions with the subject "Arts Intern Summer 2023 Approved Application".

Contact: Marta Sanchez | Director of Program & Archives | marta@brandywineworkshop.com

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