



October 27, 2020

David Krueger
Professor of Studio Art
MC Art Institute Internship Coordinator
Montgomery College
51 Mannakee Street, Rockville, MD 20850

Dear David,

I am writing to express my sincere hope that you will be able to create a Remote Gallery Internship for Montgomery College (MC) students at BlackRock Center for the Arts in the spring semester of 2021 and beyond. I have been working with MC Gallery Interns since 2011 when I was the Exhibitions Coordinator at VisArts. When I became Gallery Director at BlackRock in 2014, I was thrilled to work with you to establish an MC Gallery Internship program at BlackRock.

My position as Gallery Director at BlackRock is part time, my hours are limited, and I am the only staff member working on Gallery exhibits and events. Honestly I have come to rely on the assistance of the many talented Gallery Interns from MC who have worked with me each semester for the past six years. Many of the projects that past MC Gallery Interns have worked on over the years to assist with exhibitions and events have been completed on the computer.

These same projects can be done remotely along with many new projects which are related to presenting virtual exhibits and events. I have been researching ways to both establish and manage remote internships using online resources, to include a series of webinars, in order to learn best practices from internship coordinators at other art centers and museums who have experience in hosting remote internships.

There are many projects that MC Gallery Interns can complete remotely using a personal computer or laptop with internet access in order to assist the BlackRock Gallery Director with creating and promoting content and visual elements that will be presented in virtual exhibitions and virtual events through the BlackRock website and social media.

BlackRock currently remains closed to the public and all exhibitions are being presented online and the Gallery Director is working remotely. When we are able to reopen and allow patrons to schedule appointments to visit the galleries, we will continue to present all of our exhibits and events virtually through our website and social media.

Proposal for Montgomery College Remote Gallery Internship at BlackRock Center for the Arts

- MC Gallery Interns will work remotely using a personal computer or laptop with internet access to assist Gallery Director at BlackRock Center for the Arts, a nonprofit arts center.
- MC Gallery Interns will work with the BlackRock Gallery Director to establish a regular work schedule and will connect remotely throughout their shifts for meetings and to share information and documents via email, phone, Microsoft Teams, Zoom, etc.
- Projects will vary each week and include a wide variety of tasks related to planning, promoting, preparing and presenting virtual gallery exhibitions, virtual gallery events, and virtual activities to be presented by BlackRock Center for the Arts.
- MC Gallery Interns will work closely with their mentor, the BlackRock Gallery Director, and have the opportunity to build new skills, gain practical experience, and develop further expertise in areas which include **Arts Administration, Graphic Design, Photography, Web Design, Video & Animation, Marketing & Communications, and Art Education.**

Examples of Projects and Assignments Based on Student Skills and Area of Interest:

Examples of the range of possible assignments and projects MC Gallery Interns will assist with are listed below. Based on the student's experience using computer software and career interest in a particular area, the MC Gallery Intern will work with the BlackRock Gallery Director to identify and complete a more in-depth project in one area.

- **Arts Administration:** Assist Gallery Director with coordination, compilation and registration of artwork information for labels and price lists. Research exhibiting artists and assist with writing and editing text for promotional and exhibition materials. Research regional artists and assist with creating directories of artists working in specific media. Prepare images and information from Call for Entries submissions for jurors, assist with compiling contact information for notification correspondence as well as contracts.
- **Graphic Design:** Assist Gallery Director with designing gallery exhibit and event postcards, posters, fliers, artwork labels, price lists, handouts, and catalogs. Design graphics for gallery exhibits and events to be used for printed promotional materials as well as on website and social media.
- **Photography:** Assist Gallery Director with review and preparation of images of artwork by checking resolution, resizing, adding copyright and caption information and adjusting problems. Create photo montages for both print and digital marketing materials. Select and prepare images of gallery exhibit installations for digital slide shows as well as gallery exhibition archives.
- **Web Design:** Assist Gallery Director with design and placement of artwork images and text, adjusting typographic styles and alignment of images for online exhibition web pages to be published on our website. Design graphic elements to be used in virtual exhibitions. Assist with building eCommerce pages for each artwork and each fine craft item that is for sale on the BlackRock website.

- **Video & Animation:** Assist Gallery Director with creating and editing videos of virtual/remote artist interviews, virtual/remote studio visits, virtual/remote art-making demonstrations, etc.
- **Marketing & Communications:** Assist Gallery Director with posting exhibits and events to online calendars. Select images and write and edit text for promotional materials, website, and social media posts. Assist with creating, preparing and reviewing text and images for e-newsletters and media releases. Research to build media contact lists and coordinate making updates, etc.
- **Art Education:** Assist Gallery Director with all aspects of research and development of hands-on activities related to exhibits. Build budget by sourcing and pricing of materials. Prepare samples and create step-by-step guided instructions to be presented at both virtually (through e-Guides and videos) and in-person events (hands-on gallery activities and Community Art Days, etc.)

If you have any questions or would like to discuss the Remote Gallery Internship at BlackRock, please call my cell phone at (301) 648-5797 or send an email to aburton@blackrockcenter.org

Sincerely,



Anne Burton
Gallery Director