



155 Gibbs Street Rockville, MD 20850 www.visartscenter.org 301-315-8200

Virtual internship with VisArts Gallery Department

Arts Institute at Montgomery Community College

Spring Semester 2021

16 hours/week virtual, online internship

Supervisors: Frank McCauley, Gallery Director and Curator, VisArts

Megan Koeppel, Exhibition Programming Coordinator, VisArts

Montgomery College Gallery Interns will work remotely/online to assist the VisArts Gallery Director and Exhibitions Programming Coordinator utilizing a personal computer or laptop with internet access. Due to Covid- 19, VisArts will continue to present exhibitions and programming through virtual channels and by appointment visits to the galleries. Interns do not have any face to face meetings at VisArts.

MC Gallery Interns will work 16 hour per week and connect remotely with the VisArts Gallery Director and Exhibitions Programming Coordinator throughout their shift via email, phone, Zoom, etc. Projects and assignments will vary each week to include a wide variety of tasks related to the planning, promoting and presenting of virtual and physical gallery exhibitions as well as virtual events for VisArts, a nonprofit arts center in downtown Rockville, MD. MC Gallery Interns will have the opportunity to build new skills, gain practical experience, and develop further expertise in areas such as Arts Administration, Graphic Design, Photography, Video, Web Design, and Marketing & Communications.

This internship offers a rare opportunity to learn about and be part of the exploration of the development, curation, and promotion of virtual visual arts programming and exhibitions.

MC Gallery Internship at VisArts

Projects & Assignments:

- Coordinating information for price lists and exhibition text, researching artists, creating schedules and directories, etc.
- Designing e-announcements, digital catalogs, exhibition vinyl, promotional materials, etc.
- Resizing images of artwork for website and marketing materials, etc.
- Editing gallery website via Wordpress. Assisting with building and publishing gallery website pages, designing elements to be used in virtual exhibitions.
- Creating and editing videos of virtual/remote artist interviews, virtual/remote studio visits, execution of virtual Inside Art workshops, programming, and virtual exhibition reception
- Posting exhibits, events, and calls for submission to online calendars; preparation of press releases and posting of social media content (Twitter, Instagram, and Facebook); help build

media contact lists, etc. Creation of blog content (artist interviews and content exploring the practice, materials, and processes of the artists in the VisArts studios and exhibitions)