

## **Art Gallery Internship**

### **Position Information**

**Employer:**

School of Art and Design, Cohen Gallery  
Alfred University

**Title:**

Cohen Gallery Assistant

**Duration:**

One semester minimum

**Position Description:**

The Gallery Assistant will be responsible for...

- Assisting the Gallery Director and staff with the daily activities of the Cohen Gallery.
- Assisting with exhibition design, installation, including preparation of labels, price lists, and signage, and de-installation of artwork, including patching and painting walls, moving pedestals and gallery furniture, adjusting lights, and adhering to safe practices and procedures.
- Monitoring fragile work during opening receptions.
- Monitoring gallery during open hours.
- Maintaining the security of the gallery.
- Packing and preparing work for return shipping.
- Assisting in general office duties such as data entry, mailings, and word processing.
- Assisting guest curators in research and preparation for exhibitions.
- Assisting with research pertaining to exhibitions and preparing interpretive materials.
- Assisting with the coordination of groups wishing to visit the gallery.
- Other projects as assigned.

**Qualifications:** Basic experience handling and installing artworks is preferred. Punctuality and professionalism are required. Candidate must be a self-motivated, have attention to detail, and follow both written and verbal instructions. Ability to work in a fast paced environment with a variety of people and the general public is required. Basic computer skills are preferred. A curiosity and willingness to learn about the professional workings of an art gallery are required. Evening and Saturday hours may be required. Ability to climb an 8' ladder and lift 50 lbs. is needed.

**Cohen Gallery Description**

The Cohen Center provides Alfred University students with hands-on experience in arts administration, community development, marketing and public relations, all types of design, and management. The Center is located at 55 North Main Street in Alfred, in a renovated Victorian house that provides gallery space for exhibiting the work of Alfred University alumni, faculty, and visiting artists. Students assist in all facets of the exhibitions, from designing the space to preparing promotional materials and acting as docents during the shows. The Cohen Center was created by the generous gift of Michele and Martin Cohen, parents of Adam Cohen, Class of 2003.

**Location:**

Cohen Gallery at the Cohen Center  
School of Art and Design  
55 North Main Street  
Alfred, NY 14802  
USA

**Position Type:**

Part-time, unpaid internship for credit

**Credits:**

Variable: 1 to 4 credits  
50 hours of work = 1 credit

**Desired Majors:**

Art and Design BFA, MFA, BS  
IART, BA  
Performing Arts: Theater Tech

**Desired Class Level:**

Sophomore and above

**How to Apply:**

Send letter of interest, and names, email addresses, and phone numbers of 2 references to Cindy DeFelice, Cohen Gallery Director, at [cohengallery@alfred.edu](mailto:cohengallery@alfred.edu)