



## **ART ADMINISTRATIVE INTERN**

### **Overview:**

The Administrative Intern will learn about and participate in administrative duties, including artist inventory management, submission review, art handling, packing and shipping, and website updates

### **Qualifications:**

The applicant must be interested in pursuing a career in arts, marketing or communications. Prior experience desired but not necessary. Art or Marketing Majors. Junior/Senior level preferred.

### **Skills:**

- proactive
- quick learner
- effective trouble shooting
- self-starter
- effective interpersonal communication skills

### **Duration/Schedule:**

Flexible, upon agreement.

### **Terms:**

This is an unpaid internship. However, the selected candidate will have the opportunity to learn about various possible career paths in the art world and get hands-on experience in marketing and art handling practices, which she/he could later apply to a career path. We encourage you to inquire from your department to find out how to qualify for school credit for this experience.

### **Contact:**

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