



**JOIN OUR TEAM:** The Des Moines Social Club is looking for a Gallery Management Intern to join our intern team.

**WHAT WE DO:** The Des Moines Social Club (DMSC) is a non-profit organization that uses art and culture as a catalyst to create unprecedented community engagement. DMSC connects creative and audiences through thought provoking theater, visual arts, culinary arts, performing arts, music, and education classes for people of all ages. The breadth and excellence of our events is impressive, and we're always exploring new collaborations through which we can create vibrant community.

**RESPONSIBILITIES:** The DMSC Gallery Management Intern will work closely with the Program & Outreach Director on gallery shows, programs, and other duties in the Viaduct Gallery. Intern will have the opportunity to gain an understanding of the inner workings of arts spaces, shows, and events. Applicants should have an interest in learning about nonprofits, gallery management, and merchandise systems and should be equipped to work in a fast-paced environment.

Responsibilities may include:

- Managing the Annual 48 Hour Plein Air Painting Festival
- Communicating with artists regarding their show
- Creating a call for 2019 artists
- Merchandising and inventory
- Seeking out new artists to include artwork in gallery and/or shop
- Maintaining artists' files
- Promoting and marketing gallery events on social media
- Assisting with exhibit openings including installation and teardown
- Limited physical demands (climbing ladder, hanging artwork, painting walls, lifting up to 30 lbs)

**QUALIFICATIONS:**

- Pursuing degree in an art-related field
- Proficient in Google Drive
- Strong project management and organizational skills; commitment to meeting deadlines; impeccable follow through on projects
- Demonstrated effectiveness collaborating with diverse constituencies with unique needs
- Ability to begin projects on one's own without consistent supervision
- Adaptable and punctual

**PROGRAM OVERVIEW:** The Gallery Management Intern position is a 20 hour/week commitment running from May 28 – August 10. The position will receive a stipend as compensation.

To apply, submit resume and cover letter to Katie Ortman via email at [katie@desmoinessocialclub.org](mailto:katie@desmoinessocialclub.org).