

VANCOUVER BIENNALE

Biennale Summer Internship 2015

3 months: May-August

4 days a week (32 hours)

The Vancouver Biennale is seeking two career-oriented, task-driven, detail-proud, arts-passionate Interns for 3 months commencing mid-May and ending August 21st.

The internship will involve working closely with "the team" on a number of administrative and tactical activities relating to alumni relations, community partnerships, photo retrieval in preparation for the 2014-2016 Biennale catalogue, and the Biennale's CineFest Live September launch, among other activities. Interns are expected to participate in Biennale events and be involved in the arts community in Metro Vancouver.

This is an unpaid internship, rich in job-related employable skills. The Biennale will provide the successful applicant with a Transit Pass for the duration of the internship as well as a great reference that could lead to successful future employment.

SKILLS & QUALIFICATIONS

- Strong communication skills (both written and oral)
- Strong research skills
- Detail-oriented and organised
- Preferable background in Art History/Visual Arts
- Interest in Contemporary Art
- Word Press & website management experience is an asset
- Must be technologically adept, with the ability to use social media (particularly Twitter, Facebook, Instagram & Flickr)
- Experience with Adobe Suite (Illustrator, InDesign, and Photoshop)-preferred

SUPERVISION AND TRAINING

- Interns will receive training in all systems used.
- There will be weekly performance reviews, so that both intern and staff can feel they are making progress and learning from the experience.

LEARNING OUTCOMES

- Interns will gain a better understanding of the workings and business of an arts organisation
- They will learn from, and communicate with important international artists, artist estates, city governments, politicians, and others.
- They will improve their administrative and communication skills.
- Interns will be able to strongly develop their research and organizational skills.
- They will have the opportunity of contributing to the production of the 2014-2016 Biennale Catalogue and will experience working in a team environment.