



Gallery and Social Media Management Internship

Supervisor: Online Art Curator and Art Sales Manager

Status: Internship

Schedule: Flexible hours, Monday-Friday

Salary: Unpaid (maybe for academic credit if desired)

Summary

The Academy is seeking **enthusiastic and detail-oriented candidates** for the **Gallery and Social Media Management Internship**. Ideal applicants should have a **passion for the arts, strong organizational skills, and an interest in digital communication**. This internship offers hands-on experience in **art inventory management, gallery operations, website updates, and social media marketing**. Interns will play a **key role in curating digital content, assisting with gallery presentations, and engaging with visitors** during the Academy's vibrant season.

Essential Duties & Responsibilities

- **Manage and update art inventory records**, ensuring accuracy and completeness.
- **Assist with gallery curation and setup**, helping organize exhibitions and maintain presentation standards.
- **Welcome visitors to the front gallery**, answering questions and providing information about current exhibits.
- **Collaborate with the team to post and update artwork** on the Academy's website.
- **Curate and create engaging content for social media**, including Instagram, Facebook, and other platforms.
- **Capture behind-the-scenes moments, events, interviews, and art installations** through photography and videography.
- **Assist in planning and executing social media campaigns** that promote exhibitions and artist features.
- **Help monitor social media engagement**, responding to comments and interacting with the community.

Minimum Qualifications

- High school diploma
- Passion for or appreciation of the arts and digital communication
- Excellent communication and interpersonal skills
- Ability to handle multiple tasks and meet deadlines
- Ability to work independently and as part of a team

Preferred Qualifications

- Pursuing or completed a **Bachelor's degree in Communications, Art, or a related field**
- Previous experience with **art, social media management, or gallery operations**
- Knowledge of digital marketing, content creation, and photography/videography
- Strong organizational skills with attention to detail
- Familiarity with Adobe Creative Suite, Canva, or other content creation tools

To Apply, Please Follow the Instructions Below:

- **Email a cover letter and resume** to A'Nyeja Adams at aadams@academycenter.org.
- In your cover letter, note your **availability for an interview (in person or by phone)**.
- **Attach your application materials as PDF files** if possible.
- **Title your email** with the name of the position you are applying for (if applying for multiple Academy internships, send a separate email for each position).
- Your application will be reviewed, and you will be contacted if further information is needed.