



# INTERNSHIP MURRAY ART GUILD

500 NORTH 5TH ST.  
MURRAY, KY 42071  
270-753-4059  
[www.murrayartguild.org](http://www.murrayartguild.org)





**Murray Art Guild**  
**500 N 4<sup>th</sup> Street**  
**Murray KY 42071**

### **Murray Art Guild Internship**

**Contact Person: Debi Henry Danielson, Executive Director**

270-753-4059 (mag) 270-293-4981 (cell)

murrayartguild@gmail.com

The Murray Art Guild, a nonprofit, is a community visual arts center. Our mission is to serve the community by providing opportunities for enrichment through the visual arts. The organization accomplishes its goals through events, exhibitions, and studio programs. The Guild is nondiscriminatory welcoming all members of the community to participate.

### **Internship Job Title: Assistant to Director**

Provides assistance and support to MAG staff. The intern performs similar duties as the Director. Including but not limited to organizing, promoting and implementing MAG events, exhibitions and programs.

### **Duties/Responsibilities:**

Completes tasks as assigned by and in conjunction with the Director. The intern is responsible for scheduling and notifies the Director of any conflicts in scheduling or attendance. The intern is expected to perform duties as assigned.

### **Qualifications:**

Required: Must be proficient in Word, Xcel, and social media. Candidate must be interested in working with people of all ages, be detailed oriented, able to manage several projects simultaneously and meet deadlines.

Desired: Familiarity with the visual arts, basic photography skills (through post production).

### **Internship Dates / Application Deadlines:**

Spring 2019 / Feb-April / Application Due Nov. 21, 2018

Summer 2019 / June-July / Application Due May 1, 2018

Fall 2019 / Sep - Nov / Application Due Aug 1, 2018

### **Anticipated Work Schedule and Other Job Specifications:**

No. of hours per week: 10 maximum (negotiable)

Days/Times: Flextime –based on student’s schedule and MAG needs,  
MAG closed on Mondays, some events on weekends

We affirm that we are an equal opportunity employer, offering employment without regard to race, color, sex, religion, national origin, veteran status, or any other factor prohibited by law.

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The Kentucky Arts Council, the state arts agency, supports the Murray Art Guild with state dollars and federal funding from the National Endowment for the Arts.



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### **A LITTLE MORE ABOUT THE MURRAY ART GUILD**

- MAG was founded in 1967 with the goal to provide a place for artists to work, exhibit and sell their work. While we have expanded and taken a more active role in the community, these efforts remain at the heart of the organization.
- A ten member Board governs MAG. Meetings are held monthly every second Tuesday, 6pm. They are open to anyone and run approximately 1 hour.
- MAG houses 5 individual studios, a clay studio, a weaving studio, and 2 community studios.
- The Art Market is located in the MAG. This is a small shop, operated on the co-op model, featuring the handcrafted work of area artists.
- A small exhibition gallery, the MAG Gallery, is located in the MAG. The gallery schedules monthly exhibits, February – December. Solo and small group exhibits feature the work of local and regional artists and students. The MAG also hosts exhibits in off site venues.

### **OUR INTERNSHIP PROGRAM GOALS**

- To provide a meaningful work experience in the arts/nonprofit community sector for motivated students.
- To provide an opportunity that enhances and supports the classroom experience.
- To assist the staff of the Murray Art Guild to effectively manage workflow and accomplish the objectives of both long-term and short-term projects.
- To enhance perspective and energy in our organization.

### **EXPERIENCE MIGHT INCLUDE, BUT IS NOT LIMITED TO**

- Fundraising, both event and non-event
- Grant research and writing
- Assist in organizing exhibitions
- Exhibition Installation
- Designing promotional materials
- Event Planning
- Event execution
- Office administration
- Art Market/retail experience (display)
- Data entry

## **CALENDAR**

(abbreviated)

### ***January***

Guild reopens after being closed for holiday season  
Kentucky Arts Council grant completed

### ***February***

Guild Gallery Exhibition  
Visual Evidence Planning  
Workshops – youth and adult  
Art Market Valentine Sale  
Set schedule for arts MAGazine fundraiser

### ***March***

Workshops/set summer schedule  
promote art hop  
Kick off Empty Bowls

### ***April***

Visual Evidence Exhibition/MSU Wrather Museum  
Art Hop

### ***May***

Summer Art Party Planning  
Promote Summer Workshops

### ***June***

Summer Art Workshops  
Membership Drive  
Complete arts MAGazine

### ***July***

Summer Art Party  
Summer Art Workshops  
Plan for fall  
Planning Holiday Sale  
KAC Final report due

### ***August***

Early call PROOFS photography  
Promote fall workshops

### ***September***

WHIRL Workshop  
Fall Arts Festival  
PROOFS Exhibition, MSU Wrather Museum

### ***October***

Empty Bowls Event  
Set 2016 Calendar, including the Guild Gallery

### ***November***

Holiday Sale

### ***December***

Members Exhibition and Art Market Open House  
Guild closes: Dec. 23 - Jan 8

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*MAG is an equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*

*Please include a cover letter with your application. Refer to specific interests and skills that might apply to the internship. Briefly address why you want to intern with the Murray Art Guild.*

NAME			
SCHOOL ADDRESS			
PERMANENT ADDRESS			
PHONE			
EMAIL			
Are you requesting college credit for this internship: ___ yes ___ no			
EDUCATION:	Name and Location	Degree/Date	Major
High School	_____	_____	_____
College	_____	_____	_____
Most recent employer: _____ Description of duties: _____			
References:			
Name: _____ Contact: _____ Relationship: _____			
Name: _____ Contact: _____ Relationship: _____			
Which internship are you applying for: ___ summer 2019 ___ fall 2019 ___ spring 2019			
MAG internships do not include a stipend.			

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_